

# Mother Lode Consortium



## OCCUPATIONAL OUTLOOK

2000 – 2002

for the Mother Lode Counties of

**Amador**

**Calaveras**

**Mariposa**

**Tuolumne**

# **OCCUPATIONAL OUTLOOK** **and** **Training Directory**

**Mother Lode Consortium**  
**2000 - 2002**

**Amador**  
**Calaveras**  
**Mariposa**  
**Tuolumne**  
Counties

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A California Cooperative Occupational Information System (CCOIS) labor market information report of selected occupations sponsored by the Mother Lode Consortium; the State of California Employment Development Department (EDD) (<http://www.edd.ca.gov>), Labor Market Information Division (<http://www.calmis.ca.gov>); and the California Career Resource Network (CalCRN) (<http://CaliforniaCareers.info>).



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All of us at Mother Lode Job Training hope you find this report useful.

Lynn Sholer  
CCOIS Program Coordinator

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### *The Vision of the Mother Lode Workforce Investment Board*

*To create satisfied customer connections between the workforce and employers by:*

- Working collaboratively with partners to deliver services*
- Developing a well-prepared workforce and building a healthy economy*

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# Introduction

This report presents the 2000, 2001, and 2002 findings of the California Cooperative Occupational Information System (CCOIS). Mother Lode Job Training (MLJT) conducts this project in partnership with the State of California Employment Development Department. The survey area for this study covers Amador, Calaveras, Mariposa, and Tuolumne counties.

## PURPOSE

The goal of the CCOIS program is to help match employers' hiring needs with job seekers' skills. The purpose of this **Occupational Outlook Report** is to provide information for labor market decisions, including personnel management and career/vocational training program planning. Not all occupations included may be suitable for training at this time. The Supply/Demand statements should be weighed before training decisions are made. Also, omission of an occupation from this report does not imply that training for that occupation is not appropriate.

Labor market information is a guide when making labor market decisions, not the absolute answer. When making labor market decisions, users of labor market information should consider changes which occurred in the local economy after data collection. These changes might be new industries and businesses, plant closures, layoffs, recessions and other economic fluctuations.

## POSSIBLE USES FOR THIS REPORT

The occupational summaries presented are designed to be used for

Career Counseling	Career counselors and job seekers can use this local information regarding employer requirements and preferences when making occupational choices.
Placement and Job Development	Job counselors and job developers can use the supply/demand information to assist job seekers in making decisions about occupations appropriate for their skills, abilities, education and needs.
Vocational Program Planning	Local planners can use the supply/demand data, occupational size, and expected growth rate information for evaluating, planning, and developing training programs.
Curriculum Design	Training providers can use information about employers' requirements regarding the type of skills training they expect new employees to receive from vocational training programs to assess and update their curriculum.
Economic Development	Local governments and economic development agencies can use the supply/demand, occupational size, expected growth rates, and wage data information to determine Mother Lode counties' suitability for business growth and development.



# Introduction (continued)

Program Marketing	Schools and other local training providers can market training programs more effectively by informing students, employers, and other members of the community that training programs are developed using reliable, locally-developed occupational data.
Wage Comparison	Although it is not intended as an official wage survey, the wages presented in this report have been useful to employers in providing comparative information concerning local wage rates in particular occupations. At the time of data collection, the minimum wage was \$6.75.

## **EMPLOYER NEEDS**

The Labor Market Information (LMI) program meets employers' needs by ensuring that training providers keep abreast of local employers' hiring requirements. Also, if employers are to remain competitive, they must be aware of local wage and benefit packages.

## **SELECTION OF OCCUPATIONS**

Local users of labor market information helped select the occupations for survey at Mother Lode Job Training's annual community meeting. Among the participants were teachers, counselors, and administrators from Columbia College and high school vocational programs, Regional Occupational Programs, Department of Social Services Welfare to Work program, economic development companies, employment and training, Employment Development Department, and employers. The final selection was made by the CCOIS Program Coordinator, based on CCOIS program criteria and recommendations from the attendees at the CCOIS annual community meeting.

## **LIST OF OCCUPATIONS**

The following pages list the occupations studied this year (2002), and the two previous years (2001 and 2000).

# Introduction (continued)

## **2002 Occupations Surveyed**

Billing, Cost, and Rate Clerks  
Cashiers  
Correction Officers and Jailers  
Dental Assistants  
Dental Hygienists  
Emergency Medical Technicians -- I  
Emergency Medical Technicians -- Paramedic  
Firefighters  
Gaming Dealers  
General Office Clerks  
Helpers, All Other Construction Trade Workers  
Janitors and Cleaners – Except Maids and Housekeeping Cleaners  
Library Assistants and Bookmobile Drivers  
Licensed Vocational Nurses  
Maids and Housekeeping Cleaners  
Maintenance Repairers – General Utility  
Medical Assistants  
Preschool Teachers  
Traffic, Shipping, and Receiving Clerks  
Truck Drivers – Heavy or Tractor Trailer  
Vocational and Educational Counselors  
Vocational Education and Training Teachers and Instructors

# Introduction (continued)

## **2001 Occupations Surveyed**

Automotive Body and Related Repairers  
Bakers -- Bread and Pastry  
Bookkeeping, Accounting, and Auditing Clerks, Including Bookkeepers  
Bus Drivers -- School  
Child Care Workers  
Computer Support Specialists  
Highway Maintenance Workers  
Hotel Desk Clerks  
Human Service Workers  
Instructional Aides  
Laborers, Landscaping, and Groundskeeping  
Machinists  
Nurse Aides  
Pharmacy Aides  
Pharmacy Technicians  
Receptionists and Information Clerks  
Registered Nurses  
Salespersons -- Retail (Except Vehicle Sales)  
Teachers -- Special Education  
Tellers  
Truck Drivers, Light -- Include Delivery and Route Workers  
Welders and Cutters

# Introduction (continued)

## **2000 Occupations Surveyed**

Accountants and Auditors  
Automotive Mechanics  
Carpenters  
Cooks -- Institution or Cafeteria  
Cooks -- Specialty Fast Food  
Counter and Rental Clerks  
Dining Room and Cafeteria Attendants and Bartender Helpers  
Financial Managers  
First Line Supervisors/Managers -- Construction Trades and Extractive Workers  
First Line Supervisors and Manager/Supervisors -- Production and Operating Workers  
Guards and Watch Guards  
Hairdressers, Hairstylists, and Cosmetologists  
Marketing, Advertising, and Public Relations Managers  
Pharmacists  
Physical Therapy Aides  
Physical Therapy Assistants  
Police Patrol Officers  
Recreation Workers  
Sheriffs and Deputy Sheriffs  
Social Workers -- Medical and Psychiatric  
State-Highway Police Officers  
Stock Clerks -- Stockroom, Warehouse, Storage Yard  
Teachers -- Elementary School  
Teachers -- Secondary School  
Water and Liquid Waste Treatment Plant and System Operators

# Introduction (continued)

## SURVEYED OCCUPATIONS IN ALPHABETICAL ORDER, 1999-2002

Accountants and Auditors, 1996, 2000  
Amusement and Recreation Attendants, 1992, 1998  
Assemblers and Fabricators - Except Machine, Electrical, Electronic and Precision, 1998  
Automotive Body, Related Repairers, 1992, 2001  
Automotive Mechanics, 1990, 1993, 1997, 2000  
Bakers-Bread & Pastry, 2001  
Bartenders, 1993, 1998  
Billing, Cost, and Rate Clerks, 2002  
Bookkeeping, Accounting and Auditing Clerks, including Bookkeepers, 1990, 1993, 1998, 2001  
Bus Drivers, School, 1991, 2001  
Butchers and Meat Cutters, 1991  
Cabinet Makers and Bench Carpenters, 1991  
Carpenters, 1990, 1995, 2000  
Carpet Installers, 1993  
Cashiers, 1990, 1996, 1999, 2002  
Child Care Workers, 1991 (Limited Survey), 1995, 1998, 2001  
Computer Aided Design (CAD) Technicians, 1995  
Computer and Software Support Technicians, 1995  
Computer Network Technicians, 1999  
Computer Programmers, 1994  
Computer Support Specialists, 2001  
Concrete and Terrazzo Finishers, 1993  
Cooks - Institution or Cafeteria, 1996, 2000  
Cooks - Short Order, 1997  
Cooks - Specialty Fast Food, 2000  
Cooks - Restaurant, 1990, 1994, 1999  
Correction Officers and Jailers, 1991, 1996, 1999, 2002  
Counter and Rental Clerks, 1994, 2000  
Data Processing Equipment Repairers, 1994  
Dental Assistants, 1991, 1995, 1998, 2002  
Dental Hygienists, 1992, 2002  
Dieticians and Nutritionists, 1997  
Dining Room & Cafeteria Attendants & Bartender Helpers, 2000  
Dispatchers - Police, Fire, and Ambulance, 1997  
Drafters, 1991  
Drywall Installers, 1993  
Electrical and Electronic Engineers, 1995  
Electrical and Electronic Engineering Technicians, 1993  
Electricians, 1992  
Electrical and Electronic Assemblers, 1991, 1996  
Emergency Medical Technicians - I, 1997, 2002  
Emergency Medical Technicians - Paramedic, 1997, 2002  
Financial Managers, 1996, 2000  
Firefighters, 1990 (Limited Survey), 1998, 2002  
First Line Supervisors and Manager/Supervisors-Clerical/Administrative Support Occupations, 1998  
First Line Supervisors/Manager-Construction Trades and Extractive Workers, 2000  
First Line Supervisors and Manager/Supervisors-Sales and Related Occupations, 1998  
First Line Supervisors and Manager/Supervisors-Production & Operating Workers, 2000  
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Gaming Dealers, 2002  
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General Office Clerks, 1991, 1996, 1999, 2002  
Glaziers, 1993  
Guards and Watch Guards, 1992, 1997, 2000  
Hairdressers, Hairstylists, and Cosmetologists, 1992, 2000  
Heating, Air Conditioning and Refrigeration Mechanics and Installers, 1992, 1995, 1999  
Helpers, All Other Construction Workers, 2002  
Highway Maintenance Workers, 2001  
Home Health Care Workers, 1990, 1995, 1999  
Hotel Desk Clerks, 1992, 1998, 2001  
Human Service Workers, 1994, 2001  
Industrial Truck and Tractor Operators, 1996  
Instructional Aides, 1995, 1998, 2001  
Insurance Policy Processing Clerks, 1991, 1997  
Janitors and Cleaners, except Maids and Housekeeping Cleaners, 1990, 1996, 1999, 2002  
Laborers, Landscaping and Groundskeeping, 1998, 2001  
LAN/WAN (Local/Wide Area) Network Managers, 1996  
Legal Secretaries, 1991  
Licensed Vocational Nurses, 1990, 1994, 1999, 2002  
Loan and Credit Clerks, 1991, 1997  
Lodging Managers, 1996  
Machine Tool Cutting Operators and Tenders-Metals and Plastic, 1992  
Machinists, 1996, 2001  
Maids and Housekeeping Cleaners, 1996, 1999, 2002  
Maintenance Repairers - General Utility, 1990, 1996, 1999, 2002  
Marketing, Advertising, & Public Relations Managers, 2000  
Medical and Clinical Lab Technicians, 1992 (Limited Survey)  
Medical Assistants, 1991, 1995, 1999, 2002  
Medical Machine Transcribers, 1993  
Medical Record Technicians, 1992  
Mobile Heavy Equipment Mechanics - except Engines, 1990  
Nurse Aides, 1994, 1998, 2001  
Nurse Aides, Orderlies, and Attendants, 1990  
Nursery Workers, 1997  
Operating Engineers, 1990, 1996  
Opticians, Dispensing and Measuring, 1994  
Painters, Paperhangers, Construction and Maintenance, 1991, 1998  
Paralegal Personnel, 1995, 1999  
Paving, Surfacing, & Tamping Equipment Operators, 1993  
Payroll, Timekeeping Clerks, 1992  
Personnel, Training and Labor Relations Managers, 1995

# Introduction (continued)

## **SURVEYED OCCUPATIONS IN ALPHABETICAL ORDER, 1990-2002***(continued)*

Pest Controllers and Assistants, 1993, 1997  
Pharmacists, 1992, 2000  
Pharmacy Aides, 2001  
Pharmacy Technicians, 1995, 2001  
Phlebotomists, 1994  
Physical Therapists, 1992 (Limited Survey)  
Physical Therapy Aides, 1995, 2000  
Physical Therapy Assistants, 1995, 2000  
Plumbers, Pipefitters, and Steamfitters, 1990  
Police Patrol Officers, 1994, 2000  
Preschool Teachers, 2002  
Radio and Television Broadcasting, 1991  
Radiologic Technicians, Diagnostic, 1992, 1995  
Receptionist and Information Clerks, 1994, 1998, 2001  
Recreation Workers, 2000  
Refuse Collectors, 1993  
Registered Nurses, 1991, 1994, 1999, 2001  
Reporters and Correspondents, 1997  
Respiratory Care Practitioners, 1992  
Roofers, 1993  
Sales Agents, Real Estate, 1991  
Salespersons-Retail (Exc Vehicle), 1990, 1994, 1997, 2001  
Secretaries, Except Legal and Medical, 1999  
Secretaries, General, 1990, 1996  
Secretaries, Medical, 1991, 1997  
Septic Tank Servicers and Sewer Pipe Servicers, 1995  
Sheet Metal Workers, 1996  
Sheriffs and Deputy Sheriffs, 1991, 1994, 2000  
Small Manufacturing Businesses, 1990  
Social Workers, 1991  
Social Workers - Medical & Psychiatric, 2000  
State- Highway Police Officers, 2000  
Stock Clerks, Sales Floor, 1992, 1999  
Stock Clerks-Stockroom, Warehouse, Storage Yard, 2000  
Supervisors, Sales, 1992  
Supervisors/Managers, Production, 1994  
Surgical Technicians, 1993, 1997  
Surveying and Mapping Technicians and Technologists, 1993  
Teacher Aides, Paraprofessional, 1990  
Teachers - Elementary, 1992, 1997, 2000  
Teachers, Preschool, 1993, 1998  
Teachers - Secondary, 1992, 1997, 2000  
Teachers-Special Education, 2001  
Telephone and Cable T.V. Line Installers and Repairers, 1996, 1999  
Tellers, 1990, 2001  
Title Searchers, 1992  
Traffic, Shipping, and Receiving Clerks, 1992, 1999  
Travel Agents, 1992  
Tree Trimmers, 1997  
Truck Drivers, Heavy or Tractor Trailer, 1991, 1993, 1996, 1999  
Truck Drivers, Light, include Delivery and Route Workers, 1990, 1995, 1998, 2001  
Urban and Regional Planners, 1994  
Veterinary Assistants, 1993, 1997  
Veterinary Technicians and Technologists, 1993, 1997  
Vocational and Educational Counselors, 1996, 1999  
Waiters and Waitresses, 1990, 1998  
Water Treatment Plant Operators, 1994  
Water & Liquid Waste Treatment Plant & System Operators, 2000  
Welders and Cutters, 1994, 1998, 2001  
Welfare Eligibility Workers and Interviewers, 1991, 1997

# Survey Methods

## OCCUPATION SELECTION

To select the occupations, the local Program Coordinator

1. Reviews the occupational projection tables prepared by EDD. The tables show past, present, and future employment projections in each county by occupation. They also project the job growth rate.
2. Develops a preliminary list of occupations suitable for study. The jobs may show a strong projected growth rate, are expected to have sizeable replacement needs, or are requested locally.
3. Ensures that each occupation selected meets the program criteria. The occupations should
  - o Have a substantial employment base in the survey area
  - o Have a substantial number of projected job openings
  - o Have a substantial potential for earning capacity
  - o Meet a local need
4. Invites local users of labor market information to a community meeting. Participants learn about the CCOIS Program and give input on occupation selections. They may add some titles and drop others.
5. Uses information gathered at the meeting and from local advisory committee members to choose a final set of occupations. EDD approves the list consisting of approximately twenty occupations for survey.
6. Defines each occupation using the Occupational Employment Statistics (OES) title and code number. If a selected occupation does not have an OES code number, an appropriate, modified Dictionary of Occupational Titles (DOT) number is used.

## DEFINITION OF OCCUPATION

An occupational definition describes the activities and functions of a worker. The CCOIS program uses the Occupational Employment Statistics (OES) classification. The U.S. Department of Labor, Bureau of Labor Statistics (BLS), developed this system to study industry staffing patterns nationwide.

## EMPLOYER SAMPLE

After the occupations are selected, EDD develops a list of employers by occupation and industry.

An industry is a title for a group of firms that produces similar goods and services. Industries are classified by the Standard Industrial Classification (SIC). An industry title represents the economic activity of a firm. There are eleven major industry groups in the SIC: agriculture, forestry, and fishing; mining; construction; manufacturing; transportation, communications, electric, gas, and sanitary services; wholesale trade; retail trade; finance, insurance, and real estate; services; public administration; and non-classifiable establishments. Every firm in the state is classified in one or more of these categories by the products or services they produce.

# Survey Methods (continued)

To prepare a representative employer sample, EDD uses detailed databases on employers and their occupational staffing within industries.

Local CCOIS staff review the sample prepared by EDD and, when appropriate, add or delete local firms' names to obtain a sample of suitable employers for each occupation. Staff obtain appropriate firm names from the "Confidential Listing of the Universe of Employers (CLUE)," created by EDD; from the Yellow Pages; and from other local employers. Employers' names, addresses, telephone numbers, contact names, SIC codes, account numbers, and number of employees in the firms are added to the EDD sample.

## **QUESTIONNAIRE DEVELOPMENT**

A basic questionnaire prepared by EDD's Labor Market Information Division in Sacramento was used for all the surveyed occupations.

## **SURVEY PROCEDURES**

To collect the information from employers and others, the local LMI staff used the following procedures:

1. The Program Coordinator chose both mail and fax surveys as an initial step of data collection. An employer who did not respond to the first questionnaire received a second one after ten working days. After a second deadline date, staff called the employer for the information if the questionnaire was needed to reach the response goal.
2. Prior to the first mailing, staff called each employer on EDD's list to verify if they hired in that occupation. They checked the company's name, address, telephone and fax numbers; and obtained the name of an appropriate contact person. Staff encouraged employers to participate in the program. Employers were eliminated from the list if they did not employ in the occupation.
3. The survey was started in June, 2002, and completed in August, 2002.
4. Staff reviewed the returned questionnaires for accuracy and completeness. If the answers were unclear or conflicted with other information, staff called the contact persons to get correct information.
5. If a sufficient number of responses (approximately 50 percent) could not be obtained, other employers were contacted.
6. If additional information about an occupation was needed, staff interviewed employers and persons from training schools and the community college.



# Survey Methods (continued)

## **TABULATION AND RESULTS**

Local CCOIS staff entered survey answers into a database and tabulations were produced. From the tabulations, the Program Coordinator analyzed and prepared the final occupational summaries. EDD's Site Analyst reviewed and approved the final report. Each occupational summary provides information on firms' requirements, employment trends, wages and benefits, and other information.

Although information is shown to the nearest whole number for ease of comparison, the reader should not interpret this as an indication of precision (ranges are also considered to be representative).

Responses to open-ended questions were included in the summaries unless otherwise noted in the "Guide to Occupational Summaries" section.

The number of responses to those questions that were optional for employers to answer are shown after the respective information. For example, "Out of 22 firms, 20 answered this question." If this statement is not shown, the question was mandatory to answer; therefore, all employers responded.

**Specific employer information is and will remain confidential.**

# Guide to Occupational Summaries

Following are key terms and descriptions of each section of the Occupational Summaries. The terms and guidelines used are standard for all Workforce Investment Areas (WIA) participating in the CCOIS program, lending consistency to area comparisons. The 2000 and 2001 Occupational Summaries have been reorganized and use different titles than previous years.

## DESCRIPTION OF OCCUPATION

Descriptions are taken from the Occupational Employment Statistics Dictionary, published by the U.S. Department of Labor. If a surveyed occupation does not have an OES number, the description is taken from the Dictionary of Occupational Titles.

## EMPLOYER REQUIREMENTS

**Education** shows the minimum level of education that firms require when hiring an applicant. Employers were asked to check one level of education only from the choices: less than high school diploma, high school diploma or equivalent, Associate Degree (2 year), Bachelor Degree (4 year), or Graduate Study. All categories are included in the occupational summaries showing the percentage of responses. While minimum educational requirements have been shown as employers expressed them, these educational requirements are not always essential for the performance of job duties. Because the lack of education will create a barrier with some employers, employers' educational statements have been included in this report.

**Training/Experience** shows the percentage of responding employers who stated prior experience in the occupation or experience in another occupation is required, not required, or not required but preferred. Employers were also asked if they would accept experience in another occupation.

**Training** shows the percentage of responding employers who stated they accept or do not accept training as a substitute for experience. Employers also were asked if technical or vocational training is required, not required, or not required but preferred prior to employment.

**Skills, licenses and other requirements** are shown in each summary when applicable. **Skills** needed for job entry lists skills desired for each occupation. The skills data for the 2002 Occupational Summaries is taken from the employer surveys (when 50% or more of responding employers indicated the skill is important to job performance). The skills data for the 2001 Occupational Summaries is taken from the **O'Net Online** (<http://online.onetcenter.org>). Only the top five most important skills, knowledge and abilities are listed. The data for the 2000 Occupational Summaries is taken from LMID's skills database. The skills in the database are categorized as **technical, physical, personal, and basic**. Occasionally one or two categories were not shown on LMID's list and, therefore, not shown on the report.

Licensing and other requirements information was taken from the **California Professional & Business License Handbook, Sixth Edition**, 1999, co-sponsored by the State of California, Governor Gray Davis, California Trade & Commerce Agency, and EDD.

**Computer software skills** lists the number of responding employers who stated they seek applicants with skills in word processing, spreadsheet, database or desktop publishing programs.

# Guide to Occupational Summaries (continued)

## SUPPLY AND DEMAND

**Supply and demand** terms used in this section refer to the relative difficulty employers experience in locating qualified applicants for entry and experienced positions in the occupation.

<b>Very difficult</b>	Demand is considerably greater than supply of qualified applicants. Employers often cannot find qualified applicants when openings exist.
<b>Moderately difficult</b>	Demand is somewhat greater than supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times.
<b>Not difficult</b>	Supply of qualified applicants is considerably greater than demand, creating a very competitive job market for applicants.

Supply and demand terms are listed separately for inexperienced and experienced workers unless the supply and demand is the same. In that case, the term applicant applies for both inexperienced and experienced workers.

**Turnover** shows the number of people hired during the last 12 months and is listed with reasons for employment and the turnover rate.

**Recruitment Methods** data is obtained from employer surveys. The top three most successful recruitment methods reported for the occupation are listed.

## SIZE OF OCCUPATION

**Size of occupation** is taken from data prepared by EDD. Occupation data for the 2002<sup>(1)</sup>, 2001<sup>(2)</sup>, and 2000<sup>(3)</sup> reports is from Table 6, of the "Occupational Employment Projections, Mother Lode Consortium," pages D-4 through D-13, of the **Projections and Planning Information, Tuolumne County**, published by State of California/ Employment Development Department/Labor Market Information Division. Whenever an occupation was not listed in the "Projections," the words "Not Available" appear on the size and growth lines of the report. The terms **small**, **medium**, **large**, and **very large** used to describe the size refer to the estimated number of workers in the survey area using the following scale:

	<sup>(1)</sup> 1999-2006 EDD Projections October 2001 2002	<sup>(2)</sup> 1997-2004 EDD Projections March 2000 2001	<sup>(3)</sup> 1995-2002 Projections June 1998 2000
<b>Small</b>	Less than 61	Less than 59	Less than 57
<b>Medium</b>	61 to 121	59 to 118	57 to 114
<b>Large</b>	122 to 264	119 to 257	115 to 247
<b>Very large</b>	265 and above	258 and above	248 and above

**Gender** information is taken from survey responses.

**Where the Jobs are** lists the industries represented by the employers who responded to the survey and Occupation Forecast Information published by EDD, December 1998. Industry titles are taken from the corresponding SIC codes shown in the "Numerical List of Short Titles" section of the **Standard Industrial Classification** Manual published in 1987. Whenever two or more industry titles were similar, the Program Coordinator (based on professional knowledge) combined the two titles into one to avoid redundancy.

# Guide to Occupational Summaries (continued)

**Projections** show the growth rate of an occupation. **Growth rate** describes the expected growth for the 2001 occupational summaries' outlook period. One of several standard terms is used as follows:

<b>Much faster than average</b>	= 1.50 times average or more
<b>Faster than average</b>	= 1.10 to but not including 1.50 times average
<b>Average</b>	= .90 to but not including 1.10 times average
<b>Slower than average</b>	= Less than .90 times average
<b>No significant change, or remain stable</b>	= 0.0
<b>Slow decline</b>	= less than 0.0

Projections also show whether responding employers expect the firm's employment to decline, remain stable, or grow over the next 24 months. Percentages of each category's responses are shown in each occupational summary.

## WAGES AND BENEFITS

**Hourly wage** information is obtained from employers' responses. Results are reported for three levels of experience defined as follows:

<b>New Hires, No Experience</b>	Wage paid to persons trained but without paid experience in the occupation.
<b>New Hires, Experienced</b>	Wage paid to journey-level or experienced persons just starting at the firm.
<b>Experienced, 3 Years With Firm</b>	Wages generally paid to persons with more than three years' experience at the firm.

The data is not intended to represent prevailing wages. Wages included in this report are those paid by the employers participating in the survey for employees at three levels of experience. The report does not include extreme wages. Wages are reported to the nearest cent for all wage ranges and median wage. Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision.

The Occupational Outlook Report has at least one and sometimes two wage sections, dependent upon the percentage of employers who state that the wages for their employees in the occupation are subject to a union or collective bargaining agreement. One wage section, entitled "Wages (Union, Non-Union, and Union Undetermined)" is used when the percentage of employers employing employees who are subject to a union or collective bargaining agreement is either greater than 80% or less than 20%. Two wage sections occur when the percentage of employers employing employees who are subject to a union or collective bargaining agreement is from 20% to 80%. The two sections are entitled: "Wages (Non-Union and Union Undetermined)" and "Wages (Union)". Even if union circumstances indicate two sections, it may be necessary to show only one wage section in order to protect confidentiality.

**Hours** are the average weekly hours and are shown as "weighted averages" by the number of employees.

**Shift** information is obtained from employers' responses.

**Benefits** includes all categories in the summaries except the "other" category. Because most employers did not list an "other" benefit, none are shown in the summaries. The percentages are based on employers responding to the survey regardless of whether they have full or part-time employees.

# Guide to Occupational Summaries (continued)

## OTHER INFORMATION

**Promotional Opportunities** data is obtained from responding employers who state promotional opportunities exist for the occupation. All responses are included in the summaries. Whenever the promotional job titles were similar, the Program Coordinator (based on professional knowledge) combined them to avoid redundancy.

**Additional references** listed in the report are as follows:

**Occupational Outlook Handbook (OOH)** 2002-2003 Edition, U.S. Department of Labor.

**California Occupational Guide (COG) Bulletin**, published by the Labor Market Information Division, California State Employment Development Department. The **Guides** are also available through LMID's home page on the Internet: <http://www.calmis.ca.gov>.

**California Professional & Business License Handbook, Sixth Edition**, 1999, co-sponsored by the State of California, Governor Gray Davis, California Trade & Commerce Agency, and EDD.

**Standard Occupational Classification System (SOC)**, published by the U.S. Department of Labor, Bureau of Labor Statistics (BLS). The SOC is available through the BLS web site on the internet at: <http://www.bls.gov/soc/>

Additional California labor market information and EDD services can be obtained through LMID's home page on the Internet: <http://www.calmis.ca.gov>.

**O'NET Online** on the internet: <http://online.onetcenter.org>.

## KEY TERMS

When reference is made to “**all, almost all, most, many, some, or few**” of the survey respondents, the following guidelines apply:

**All**—100%

**Almost All** employers—80% up to but not including 100%

**Most** employers—60% up to but not including 80%

**Many** employers—40% up to but not including 60%

**Some** employers—20% up to but not including 40%

**Few** employers—less than 20%

## CALIFORNIA TRAINING AND EDUCATION PROVIDERS (CTEP)

Training providers within the consortium are listed when they provide vocational training for the occupation. Training provider information is taken from the **California Training and Education Providers, 2002 Edition**, produced by the California Employment Development Department (EDD), Labor Market Information Division (LMID), the California Cooperative Occupational Information System (CCOIS) Group and the California Career Resource Network (CalCrn).

The Employment Development Department (EDD) does not endorse the schools and training providers listed in this report. **Please note that training programs may change frequently and we recommend contacting the schools to verify the information listed in the profile.**

# 2002 Occupational Summaries

The twenty-two occupational summaries listed below appear in this section. Data for these occupations were collected the summer of 2002.

The occupations studied were selected by MLJT and community members from each county to determine if the occupation

- Had a substantial employment base in the survey area
- Had a substantial number of projected job openings
- Had a potential salary of \$7/hr
- Met a local need

Changing economic conditions after each year's survey period could alter the results presented in these summaries.

## 2002 Occupations Surveyed

Billing, Cost, and Rate Clerks  
Cashiers  
Correction Officers and Jailers  
Dental Assistants  
Dental Hygienists  
Emergency Medical Technicians -- I  
Emergency Medical Technicians -- Paramedic  
Firefighters  
Gaming Dealers  
General Office Clerks  
Helpers, All Other Construction Trade Workers  
Janitors and Cleaners -- Except Maids and Housekeeping Cleaners  
Library Assistants and Bookmobile Drivers  
Licensed Vocational Nurses  
Maids and Housekeeping Cleaners  
Maintenance Repairers -- General Utility  
Medical Assistants  
Preschool Teachers  
Traffic, Shipping, and Receiving Clerks  
Truck Drivers - Heavy or Tractor Trailer  
Vocational and Educational Counselors  
Vocational Education and Training Teachers and Instructors

# BILLING, COST, AND RATE CLERKS

OES CODE: 553440

15 Firms Responding - 24 Employees Represented

## DESCRIPTION OF OCCUPATION

Billing, Cost, and Rate Clerks compile data, compute fees and charges, and prepare invoices for billing purposes. Their duties also include computing costs and calculating rates for goods, services, and shipment of goods; posting data and keeping other relevant records. Their work may involve the use of typing, adding, calculating, and book-keeping machines. Does not include workers whose primary duty is operation of special office machines such as billing, posting, and calculating machines. Also, does not include workers who calculate charges for passenger transportation.

## EMPLOYER REQUIREMENTS

### EDUCATION

Less than High School Diploma	None	(0%)
High School Diploma or Equivalent	Almost All	(93%)
Associate Degree (2 Year)	Few	(7%)
Bachelor Degree (4 Year)	None	(0%)
Graduate Study	None	(0%)

### TRAINING/EXPERIENCE

	Yes	No	Preferred	No Response
Work Experience Required	80%	0%	20%	0%
Other Occupational Experience Accepted	53%	47%		0%
Training in Lieu Of Experience Accepted	47%	53%		0%
Technical/Vocational Training Required	7%	60%	33%	0%

## SKILLS, LICENSES and OTHER REQUIREMENTS

*Skills needed for job entry:*

**BASIC:** Oral communication and basic math skills. Ability to read and follow instructions and write legibly.

**TECHNICAL:** Bookkeeping, record keeping, data entry alphabetic, numeric, and telephone answering skills. Ability to write effectively, follow billing procedures, and operate 10-key adding machine by touch.

**PHYSICAL:** Ability to sit continuously for 2 or more hours.

**PERSONAL or OTHER:** Ability to work independently.

### License or certification:

No license or other certification needed.

## COMPUTER SOFTWARE SKILLS

*The following number of responding employers reported they seek applicants with:*

Word Processing	14	Spreadsheet	8
Database	8	Desktop Publishing	1

## SUPPLY and DEMAND

*Responding employers reported the following difficulty finding fully qualified applicants:*

Experienced:	Moderately difficult
Inexperienced:	Very difficult

## TURNOVER

*Responding employers reported a total of 9 persons hired in this occupation during the last 12 months to fill the following vacancies:*

New Positions (Growth)	None	(0%)
Employees Leaving	Most	(67%)
Promotions	Some	(22%)
Temporary	Few	(11%)

## RECRUITMENT METHODS

(Out of 15 firms, 15 answered this question.)

*The three most successful recruitment methods used by responding employers are:*

Employee Referrals	Many	(47%)
Newspaper Ads	Most	(73%)
In-House Promotion or Transfer	Many	(47%)

## SIZE OF OCCUPATION

**SIZE OF OCCUPATION: Medium** (90 to 100)

**GENDER:** Female employees 96%  
Male employees 4%

## WHERE THE JOBS ARE (in survey area)

*Major employing industries:*

Water supply services; lumber and other building material suppliers; liquefied petroleum gas dealers; real estate agents and managers; offices and clinics of medical doctors; offices and clinics of dentists; offices of health practitioners; accounting, auditing and bookkeeping services.

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODGE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Summer 2002

# BILLING, COST, AND RATE CLERKS

OES CODE: 553440

15 Firms Responding -- 24 Employees Represented

## WAGES and BENEFITS (May-August 2002)

(Hourly wages)

Wages (Union, Non-Union, and Union Undetermined)

	Range	Median
New Hires, No Experience	\$7.00-10.00	\$8.50
New Hires, Experienced	\$7.50-13.27	\$9.62
Experienced, 3 Years w/Firm	\$9.00-16.41	\$13.00

(A few [7%] of responding employers employ union workers in this occupation. Some [25%] offer a bonus in addition to wages.)

## TIME BASE/HOURS WORKED

Full Time, avg 39 hrs/wk	Many	(58%)
Part Time, avg 23 hrs/wk	Some	(38%)
Temporary/On Call, avg 0 hrs/wk	None	(0%)
Seasonal, avg 40 hrs/wk	Few	(4%)

## SHIFTS

(Out of 15 firms, 15 answered this question.)

Responding employers report the following shifts are available for this occupation:

Day	All	(100%)
Swing	Few	(7%)
Graveyard	None	(0%)
Other Shifts	None	(0%)

## BENEFITS

	<u>Employer Pays All</u>		<u>Share Cost</u>		<u>Employee Pays All</u>	
	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>
Medical	33%	0%	40%	20%	0%	7%
Dental	13%	0%	27%	13%	0%	0%
Vision	13%	0%	7%	7%	0%	0%
Life	33%	0%	0%	0%	7%	13%
Sick	60%	13%	0%	0%	0%	0%
Vacation	73%	27%	0%	7%	0%	0%
Retirement	33%	7%	7%	0%	0%	0%
Child Care	0%	0%	7%	0%	13%	0%

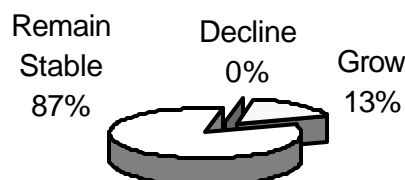
Few (13%) of responding employers offer a 401 K.

## PROJECTIONS

Growth Rate, 1999-2006:

11.1%, Slower than average

Responding employers expect this occupation's employment over the next 24 months to:



## OTHER INFORMATION

### PROMOTIONAL OPPORTUNITIES

(Out of 15 firms, 15 firms responded)

**Many** (47%) of responding employers may promote employees to: Accounts payable, accounting technician 2, accounting, administration, office manager, service center manager, coordinator

For additional information about this occupation, refer to the Occupational Outlook Handbook, page 389. For California labor market and occupational information on the Internet:

<http://www.calmis.ca.gov>

Standard Occupational Classification Code: 43-3021

## CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)

The following providers are listed in the Local Training Providers Section of this report, beginning on page 169:

Amador County ROP  
Bret Harte High School ROP  
Calaveras High School ROP  
Columbia College  
Computer Career Training  
Mariposa County High School ROP  
Sonora High School ROP  
Summersville High School ROP

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Summer 2002



# CASHIERS

OES CODE: 490230

20 Firms Responding – 515 Employees Represented

## DESCRIPTION OF OCCUPATION

Cashiers receive and disburse cash payments, handle credit transactions, make change, issue receipts, and balance the tender drawer in a variety of establishments. Their work usually involves the use of adding machines, cash registers, and change makers.

## EMPLOYER REQUIREMENTS

### EDUCATION

Less than High School Diploma	Many	(55%)
High School Diploma or Equivalent	Many	(45%)
Associate Degree (2 Year)	None	(0%)
Bachelor Degree (4 Year)	None	(0%)
Graduate Study	None	(0%)

### TRAINING/EXPERIENCE

	Yes	No	Preferred	No Response
Work Experience Required	5%	50%	45%	0%
Other Occupational Experience Accepted	35%	10%		55%
Training in Lieu Of Experience Accepted	30%	20%		50%
Technical/Vocational Training Required	0%	90%	10%	0%

### SKILLS, LICENSES and OTHER REQUIREMENTS

*Skills needed for job entry:*

BASIC: Oral communication and basic math skills. Ability to read and follow instructions and write legibly.

TECHNICAL: Cash handling skills. Ability to operate a cash register.

PHYSICAL: Ability to stand continuously for 2 or more hours.

PERSONAL OR OTHER: Ability to work independently and under pressure. Possess public contact skills and a willingness to work with close supervision.

### License or certification:

No license or other certification needed.

## COMPUTER SOFTWARE SKILLS

*The following number of responding employers reported they seek applicants with:*

Word Processing	1	Spreadsheet	0
Database	1	Desktop Publishing	0

## SUPPLY and DEMAND

*Responding employers reported the following difficulty finding fully qualified applicants:*

Experienced:	Very difficult
Inexperienced:	Moderately difficult

## TURNOVER

*Responding employers reported a total of 320 persons hired in this occupation during the last 12 months to fill the following vacancies:*

New Positions (Growth)	Few	(6%)
Employees Leaving	Many	(50%)
Promotions	Few	(16%)
Temporary	Some	(28%)

## RECRUITMENT METHODS

(Out of 20 firms, 20 answered this question.)

*The three most successful recruitment methods used by responding employers are:*

Employee Referrals	Many	(55%)
Newspaper Ads	Most	(65%)
Walk-In Applicants	Almost All	(90%)

## SIZE OF OCCUPATION

**SIZE OF OCCUPATION:** *Very Large* (1370 to 1690)

<b>GENDER:</b> Female employees	82%
Male employees	18%

## WHERE THE JOBS ARE (in survey area)

*Major employing industries:*

Lumber and other building materials suppliers, department stores, miscellaneous general merchandise stores, grocery stores, gasoline service stations, drug stores and proprietary stores, amusement and recreation services.

# CASHIERS

**OES CODE: 490230**

**20 Firms Responding – 515 Employees Represented**

## **WAGES and BENEFITS** (May-August 2002) (Hourly wages)

Wages (Union, Non-Union, and Union Undetermined)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$6.75-9.20	\$7.00
New Hires, Experienced	\$6.75-9.00	\$7.25
Experienced, 3 Years w/Firm	\$7.25-13.00	\$8.63

(A **few** [5%] of responding employers employ union workers in this occupation.)

## **TIME BASE/HOURS WORKED**

Full Time, avg 40 hrs/wk	Many	(49%)
Part Time, avg 27 hrs/wk	Some	(35%)
Temporary/On Call, avg 14 hrs/wk	Few	(1%)
Seasonal, avg 32 hrs/wk	Few	(15%)

## **SHIFTS**

(Out of 20 firms, 20 answered this question.)

*Responding employers report the following shifts are available for this occupation:*

Day	All	(100%)
Swing	Many	(40%)
Graveyard	Few	(15%)
Other Shifts	Few	(10%)

## **BENEFITS**

	<u>Employer Pays All</u>		<u>Share Cost</u>		<u>Employee Pays All</u>	
	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>
Medical	25%	15%	50%	10%	0%	5%
Dental	20%	10%	45%	0%	0%	0%
Vision	20%	5%	40%	0%	0%	0%
Life	25%	5%	30%	15%	5%	0%
Sick	40%	5%	10%	5%	0%	0%
Vacation	75%	40%	5%	0%	0%	0%
Retirement	15%	15%	10%	5%	0%	0%
Child Care	0%	0%	0%	0%	0%	0%

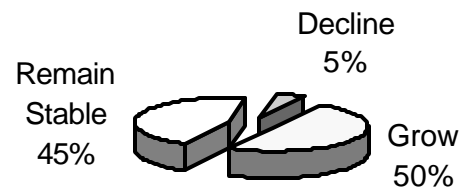
Many (45%) of responding employers offer a 401 K.

## **PROJECTIONS**

Growth Rate, 1999-2006:

23.4%, Faster than average

*Responding employers expect this occupation's employment over the next 24 months to:*



## **OTHER INFORMATION**

### **PROMOTIONAL OPPORTUNITIES**

(Out of 20 firms, 20 firms responded)

**Almost all** (90%) of responding employers may promote employees to: Assistant manager, department lead, lead sales, supervisor, hourly manager, area manager, manager, shift supervisor, department manager, department head, office clerk, assistant leader, head clerk, scan coordinator, facilities supervisor, sales associates, CSM.

For additional information about this occupation, refer to the Occupational Outlook Handbook, page 353; and the California Occupational Guides, No. 31. For California labor market and occupational information on the Internet:

<http://www.calmis.ca.gov>

Standard Occupational Classification Codes:  
41-2011 and 43-3041

## **CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)**

*The following providers are listed in the Local Training Providers Section of this report, beginning on page 169:*

Columbia College  
Summersville High School ROP

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

**MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties**

**Summer 2002**

# CORRECTION OFFICERS AND JAILERS

OES CODE: 630170

8 Firms Responding – 1230 Employees Represented

## DESCRIPTION OF OCCUPATION

Correction Officers and Jailers guard inmates in penal or rehabilitative institutions in accordance with established regulations and procedures. They may guard prisoners, in transit between jail, courtroom, prison, or other point, traveling by automobile or public transportation, and may be designated deputy guard. This occupation includes Deputy Sheriffs who spend the majority of their time guarding prisoners in county correctional institutions.

## EMPLOYER REQUIREMENTS

### EDUCATION

Less than High School Diploma	None	(0%)
High School Diploma or Equivalent	All	(100%)
Associate Degree (2 Year)	None	(0%)
Bachelor Degree (4 Year)	None	(0%)
Graduate Study	None	(0%)

### TRAINING/EXPERIENCE

	Yes	No	Preferred	No Response
Work Experience Required	13%	62%	25%	0%
Other Occupational Experience Accepted	25%	13%		62%
Training in Lieu Of Experience Accepted	13%	25%		62%
Technical/Vocational Training Required	25%	75%	0%	0%

## SKILLS, LICENSES and OTHER REQUIREMENTS

*Skills needed for job entry:*

**BASIC:** Oral communication and basic math skills. Ability to read and follow instructions and write legibly.

**TECHNICAL:** Ability to write effectively, administer emergency first aid, and plan and organize the work of others. Possess supervisory skills and a Firearms Qualification Card.

**PHYSICAL:** Ability to pass a physical performance test and a pre-employment medical exam.

**PERSONAL or OTHER:** Ability to handle crisis situations; work independently and under pressure; understanding of a variety of cultures and a willingness to work with close supervision.

### License or certification:

No license or other certification needed.

## COMPUTER SOFTWARE SKILLS

*The following number of responding employers reported they seek applicants with:*

Word Processing	5	Spreadsheet	1
Database	1	Desktop Publishing	0

## SUPPLY and DEMAND

*Responding employers reported the following difficulty finding fully qualified applicants:*

Experienced:	Very difficult
Inexperienced:	Moderately difficult

## TURNOVER

*Responding employers reported a total of 101 persons hired in this occupation during the last 12 months to fill the following vacancies:*

New Positions (Growth)	None	(0%)
Employees Leaving	Many	(54%)
Promotions	Few	(18%)
Temporary	Some	(28%)

## RECRUITMENT METHODS

(Out of 8 firms, 8 answered this question.)

*The three most successful recruitment methods used by responding employers are:*

Walk-In Applicants	Some	(38%)
Newspaper Ads	Many	(50%)
In-House Promotion or Transfer	Some	(38%)

## SIZE OF OCCUPATION

**SIZE OF OCCUPATION:** Very Large (1100 to 1390)

<b>GENDER:</b> Female employees	8%
Male employees	82%

## WHERE THE JOBS ARE (in survey area)

*Major employing industries:*

State and local government.

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODGE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Summer 2002

# CORRECTION OFFICERS AND JAILERS

**OES CODE: 630170**

**8 Firms Responding – 1230 Employees Represented**

## **WAGES and BENEFITS** (May-August 2002) (Hourly wages)

Wages (Union, Non-Union, and Union Undetermined)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$12.92-14.05	\$13.11
New Hires, Experienced	\$12.92-17.85	\$15.43
Experienced, 3 Years w/Firm	\$15.39-28.95	\$21.20

(All [100%] of responding employers employ union workers in this occupation. Some [37%] offer a uniform allowance and/or shift differential.)

### **TIME BASE/HOURS WORKED**

Full Time, avg 40 hrs/wk	Almost All	(93%)
Part Time, avg 20 hrs/wk	Few	(.002%)
Temporary/On Call, avg 39 hrs/wk	Few	(7%)
Seasonal, avg 0 hrs/wk	None	(0%)

### **SHIFTS**

(Out of 8 firms, 8 answered this question.)

*Responding employers report the following shifts are available for this occupation:*

Day	All	(100%)
Swing	All	(100%)
Graveyard	All	(100%)
Other Shifts	Few	(13%)

### **BENEFITS**

	<u>Employer Pays All</u>		<u>Share Cost</u>		<u>Employee Pays All</u>	
	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>
Medical	13%	0%	88%	0%	0%	0%
Dental	13%	0%	88%	0%	0%	0%
Vision	38%	0%	63%	0%	0%	0%
Life	38%	0%	13%	0%	0%	0%
Sick	100%	0%	0%	0%	0%	0%
Vacation	100%	0%	0%	0%	0%	0%
Retirement	50%	0%	38%	0%	13%	13%
Child Care	0%	0%	13%	0%	0%	0%

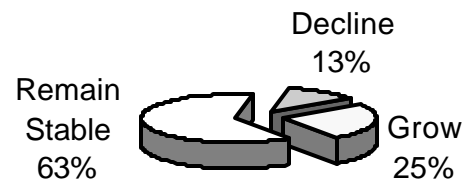
Some (37%) of responding employers offer a 401 K.

## **PROJECTIONS**

*Growth Rate, 1999-2006:*

26.4%, Much faster than average

*Responding employers expect this occupation's employment over the next 24 months to:*



## **OTHER INFORMATION**

### **PROMOTIONAL OPPORTUNITIES**

(Out of 8 firms, 8 firms responded)

**All (100%) of responding employers may promote employees to:** Senior CO; jail corporal; jail sergeant; sergeant; lieutenant; counselor; parole agent; senior youth correctional counselor; youth correctional counselor; correctional sergeant; correctional counselor I; youth authority sergeant.

For additional information about this occupation, refer to the Occupational Outlook Handbook, page 339; and the California Occupational Guides, No. 220.

For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

Standard Occupational Classification Code: 33-3012

### **CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)**

*The following providers are listed in the Local Training Providers Section of this report, beginning on page 169:*

Calaveras High School ROP  
Summersville High School ROP

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

**MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties**

**Summer 2002**

# DENTAL ASSISTANTS

OES CODE: 660020

18 Firms Responding – 58 Employees Represented

## DESCRIPTION OF OCCUPATION

Dental Assistants assist the dentist at the chair by preparing patients and equipment, keeping records, and performing related duties as required.

## EMPLOYER REQUIREMENTS

### EDUCATION

Less than High School Diploma	Few	(6%)
High School Diploma or Equivalent	Almost All	(88%)
Associate Degree (2 Year)	Few	(6%)
Bachelor Degree (4 Year)	None	(0%)
Graduate Study	None	(0%)

### TRAINING/EXPERIENCE

	Yes	No	Preferred	No Response
Work Experience Required	50%	11%	39%	0%
Other Occupational Experience Accepted	33%	50%		17%
Training in Lieu Of Experience Accepted	44%	44%		12%
Technical/Vocational Training Required	39%	6%	56%	0%

### SKILLS, LICENSES and OTHER REQUIREMENTS

*Skills needed for job entry:*

BASIC: Oral communication and basic math skills. Ability to write legibly and read and follow written or oral instructions.

TECHNICAL: Record keeping and telephone answering skills. Ability to write effectively and perform/ assist with dental procedures. Possession of Registered Dental Assistant and Radiation Safety Certificates. Knowledge of dental materials and an understanding of coronal polishing.

PHYSICAL: None listed.

PERSONAL or OTHER: Good grooming skills. Ability to work independently and a willingness to work with close supervision.

### License or certification:

Almost All (94%) responding employers require Dental Assistant School Certificate (Registered Dental Assistant [RDA])

## COMPUTER SOFTWARE SKILLS

*The following number of responding employers reported they seek applicants with:*

Word Processing	2	Spreadsheet	0
Database	2	Desktop Publishing	0

## SUPPLY and DEMAND

*Responding employers reported the following difficulty finding fully qualified applicants:*

Experienced:	Very difficult
Inexperienced:	Moderately difficult

## TURNOVER

*Responding employers reported a total of 21 persons hired in this occupation during the last 12 months to fill the following vacancies:*

New Positions (Growth)	Some	(33%)
Employees Leaving	Many	(48%)
Promotions	Few	(10%)
Temporary	Few	(10%)

## RECRUITMENT METHODS

(Out of 18 firms, 18 answered this question.)

*The three most successful recruitment methods used by responding employers are:*

Employee Referrals	Many	(56%)
Newspaper Ads	Almost All	(83%)
Walk-In Applicants	Many	(50%)

## SIZE OF OCCUPATION

**SIZE OF OCCUPATION: Large** (120 to 150)

<b>GENDER:</b> Female employees	98%
Male employees	2%

## WHERE THE JOBS ARE (in survey area)

*Major employing industries:*

Offices and clinics of dentists.

# DENTAL ASSISTANTS

**OES CODE: 660020**

**18 Firms Responding – 58 Employees Represented**

## **WAGES and BENEFITS** (May-August 2002)

(Hourly wages)

Wages (Union, Non-Union, and Union Undetermined)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$6.75-8.50	\$7.50
New Hires, Experienced	\$8.00-12.00	\$10.00
Experienced, 3 Years w/Firm	\$11.00-15.00	\$13.00

(None [0%] of responding employers employ union workers in this occupation. A **Few** [17%] responding employers state they pay a bonus in addition to wages.)

## **TIME BASE/HOURS WORKED**

Full Time, avg 35 hrs/wk	Many	(55%)
Part Time, avg 25 hrs/wk	Many	(45%)
Temporary/On Call, avg 0 hrs/wk	None	(0%)
Seasonal, avg 0 hrs/wk	None	(0%)

## **SHIFTS**

(Out of 18 firms, 18 answered this question.)

Responding employers report the following shifts are available for this occupation:

Day	All	(100%)
Swing	None	(0%)
Graveyard	None	(0%)
Other Shifts	None	(0%)

## **BENEFITS**

	<u>Employer Pays All</u>		<u>Share Cost</u>		<u>Employee Pays All</u>	
	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>
Medical	22%	6%	22%	17%	0%	0%
Dental	33%	28%	28%	17%	0%	0%
Vision	11%	0%	6%	0%	0%	0%
Life	6%	0%	0%	0%	0%	0%
Sick	56%	22%	0%	0%	0%	0%
Vacation	83%	28%	0%	0%	0%	0%
Retirement	28%	6%	6%	0%	6%	0%
Child Care	0%	0%	6%	6%	0%	0%

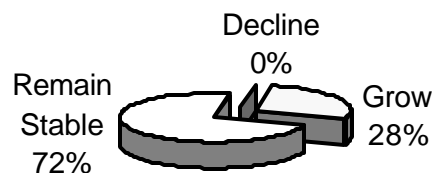
**Some** (28%) of responding employers offer a 401 K.

## **PROJECTIONS**

Growth Rate, 1999-2006:

25.0%, Faster than average

Responding employers expect this occupation's employment over the next 24 months to:



## **OTHER INFORMATION**

### **PROMOTIONAL OPPORTUNITIES**

(Out of 18 firms, 18 firms responded)

**Some** (22%) of responding employers may promote employees to: registered Dental Assistant, supervisor, office manager.

For additional information about this occupation, refer to the Occupational Outlook Handbook, page 312; the California Occupational Guides, No. 27; and the California Professional & Business License handbook, Sixth Edition 1999, page 61. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

Standard Occupational Classification Code: 31-9091

## **CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)**

The following providers are listed in the Local Training Providers Section of this report, beginning on page 169:

No specific training programs available for this occupation in survey area.

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

**MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties**

**Summer 2002**

# DENTAL HYGIENISTS

OES CODE: 329080

16 Firms Responding – 41 Employees Represented

## **DESCRIPTION OF OCCUPATION**

Dental Hygienists perform dental prophylactic treatments and instruct groups and individuals in the care of the teeth and mouth.

## **EMPLOYER REQUIREMENTS**

### **EDUCATION**

Less than High School Diploma	None	(0%)
High School Diploma or Equivalent	None	(0%)
Associate Degree (2 Year)	Most	(69%)
Bachelor Degree (4 Year)	Some	(25%)
Graduate Study	Few	(6%)

### **TRAINING/EXPERIENCE**

	<u>Yes</u>	<u>No</u>	<u>Preferred</u>	<u>No Response</u>
Work Experience				
Required	50%	25%	25%	0%
Other Occupational				
Experience Accepted	0%	75%		25%
Training in Lieu				
Of Experience Accepted	12%	63%		25%
Technical/Vocational				
Training Required	81%	19%	0%	0%

### **SKILLS, LICENSES and OTHER REQUIREMENTS**

*Skills needed for job entry:*

**BASIC:** Oral communication and basic math skills. Ability to read and follow instructions and write legibly.

**TECHNICAL:** Record keeping and supervisory skills. Ability to write effectively and perform/assist with dental procedures. Possess a Radiation Safety Certificate, knowledge of anesthesiology and understanding of a good diet and nutrition.

**PHYSICAL:** None listed.

**PERSONAL OR OTHER:** Public contact skills. Ability to work independently and a willingness to work with close supervision.

### **License or certification:**

Almost all (81%) responding employers require a Registered Dental Hygienist (RDA) License.

### **COMPUTER SOFTWARE SKILLS**

*The following number of responding employers reported they seek applicants with:*

Word Processing	1	Spreadsheet	0
Database	0	Desktop Publishing	0

### **SUPPLY and DEMAND**

*Responding employers reported the following difficulty finding fully qualified applicants:*

Experienced:	Very difficult
Inexperienced:	Moderately difficult

### **TURNOVER**

*Responding employers reported a total of 11 persons hired in this occupation during the last 12 months to fill the following vacancies:*

New Positions (Growth)	Many	(45%)
Employees Leaving	Many	(55%)
Promotions	None	(0%)
Temporary	None	(0%)

### **RECRUITMENT METHODS**

(Out of 16 firms, 16 answered this question.)

*The four most successful recruitment methods used by responding employers are:*

Employee Referrals	Many	(44%)
Newspaper Ads	Most	(63%)
Walk-In Applicants	Some	(31%)
Word of Mouth	Some	(31%)

### **SIZE OF OCCUPATION**

**SIZE OF OCCUPATION: MEDIUM** (80 to 100)

**GENDER:** Female employees 100%  
Male employees 0%

### **WHERE THE JOBS ARE** (in survey area)

*Major employing industries:*

Offices and clinics of dentists.

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.  
MOTHER LODGE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties Summer 2002

# DENTAL HYGIENISTS

**OES CODE: 329080**

**16 Firms Responding – 41 Employees Represented**

## **WAGES and BENEFITS** (May-August 2002) (Hourly wages)

Wages (Union, Non-Union, and Union Undetermined)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$20.00-43.75	\$35.00
New Hires, Experienced	\$25.00-43.75	\$33.88
Experienced, 3 Years w/Firm	\$30.00-50.00	\$37.75

(**None** [0%] of responding employers employ union workers in this occupation. **One** responding employer offers a bonus in addition to wages.)

## **TIME BASE/HOURS WORKED**

Full Time, avg 35 hrs/wk	Few	(7%)
Part Time, avg 21 hrs/wk	Almost All	(93%)
Temporary/On Call, avg 0 hrs/wk	None	(0%)
Seasonal, avg 0 hrs/wk	None	(0%)

## **SHIFTS**

(Out of 16 firms, 16 answered this question.)

*Responding employers report the following shifts are available for this occupation:*

Day	All	(100%)
Swing	None	(0%)
Graveyard	None	(0%)
Other Shifts	None	(0%)

## **BENEFITS**

	<u>Employer Pays All</u>		<u>Share Cost</u>		<u>Employee Pays All</u>	
	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>
Medical	6%	13%	0%	19%	0%	6%
Dental	13%	25%	0%	38%	0%	0%
Vision	0%	6%	0%	13%	0%	0%
Life	0%	0%	0%	0%	0%	0%
Sick	13%	25%	0%	6%	0%	0%
Vacation	19%	31%	0%	13%	0%	0%
Retirement	13%	13%	6%	13%	0%	6%
Child Care	0%	0%	0%	0%	0%	0%

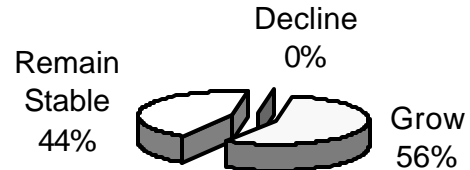
**Few** (18%) of responding employers offer a 401 K.

## **PROJECTIONS**

*Growth Rate, 1999-2006:*

25.0%, Faster than average

*Responding employers expect this occupation's employment over the next 24 months to:*



## **OTHER INFORMATION**

### **PROMOTIONAL OPPORTUNITIES**

(Out of 16 firms, 16 firms responded)

**None** (0%) of responding employers promote employees.

For additional information about this occupation, refer to the Occupational Outlook Handbook, page 281; the California Occupational Guides, No. 155; and the California Professional & Business License Handbook, Sixth Edition 1999, page 61. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

Standard Occupational Classification Code: 29-2021

## **CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)**

*The following providers are listed in the Local Training Providers Section of this report, beginning on page 169:*

No specific training programs available for this occupation in survey area.

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

**MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties**

**Summer 2002**



# EMERGENCY MEDICAL TECHNICIANS-I

OES CODE: 325081

6 Firms Responding – 52 Employees Represented

## DESCRIPTION OF OCCUPATION

Emergency Medical Technicians-I are ambulance attendants or drivers who are trained and certified to provide emergency basic life support at the scene of an emergency and during ambulance transport to hospitals. Does not include Firefighters trained as Emergency Medical Technicians-I.

## EMPLOYER REQUIREMENTS

### EDUCATION

Less than High School Diploma	None	(0%)
High School Diploma or Equivalent	All	(100%)
Associate Degree (2 Year)	None	(0%)
Bachelor Degree (4 Year)	None	(0%)
Graduate Study	None	(0%)

### TRAINING/EXPERIENCE

	Yes	No	Preferred	No Response
Work Experience Required	17%	33%	50%	0%
Other Occupational Experience Accepted	50%	17%		33%
Training in Lieu Of Experience Accepted	17%	50%		33%
Technical/Vocational Training Required	83%	17%	0%	0%

## SKILLS, LICENSES and OTHER REQUIREMENTS

*Skills needed for job entry:*

**BASIC:** Oral communication and basic math skills. Ability to read and follow instructions and write legibly.

**TECHNICAL:** Ambulance or emergency vehicle driving skills. Ability to operate automatic and semi-automatic defibrillators; take charge and handle major emergencies; accurately record and report information; test, check and maintain emergency medical equipment; recognize ventricular fibrillation and cardiac stand still; monitor and maintain IV lines.

**PHYSICAL:** Ability to lift and move patients and perform strenuous, physically demanding work. Possess good vision, color perception, and physical condition.

**PERSONAL or OTHER:** Ability to work independently, under pressure, as part of a team and assess emergency situations and set priorities quickly.

### License or certification:

Most (66%) responding employers require EMT Certification.

## COMPUTER SOFTWARE SKILLS

*The following number of responding employers reported they seek applicants with:*

Word Processing	1	Spreadsheet	0
Database	1	Desktop Publishing	0

## SUPPLY and DEMAND

*Responding employers reported the following difficulty finding fully qualified applicants:*

Experienced:	Very difficult
Inexperienced:	Moderately difficult

## TURNOVER

*Responding employers reported a total of 23 persons hired in this occupation during the last 12 months to fill the following vacancies:*

New Positions (Growth)	Some	(22%)
Employees Leaving	Many	(48%)
Promotions	Few	(4%)
Temporary	Some	(26%)

## RECRUITMENT METHODS

(Out of 6 firms, 6 answered this question.)

*The three most successful recruitment methods used by responding employers are:*

Employee Referrals	Almost All	(83%)
Newspaper Ads	Most	(67%)
Walk-In Applicants	Most	(67%)

## SIZE OF OCCUPATION

**SIZE OF OCCUPATION: Medium** (110 to 130)

<b>GENDER:</b> Female employees	46%
Male employees	54%

## WHERE THE JOBS ARE (in survey area)

*Major employing industries:*

Local passenger transportation, general medical & surgical hospitals, state government.

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODGE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Summer 2002

# EMERGENCY MEDICAL TECHNICIANS-I

**OES CODE: 325081**

**6 Firms Responding – 52 Employees Represented**

## **WAGES and BENEFITS** (May-August 2002) (Hourly wages)

Wages (Union, Non-Union, and Union Undetermined)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$6.76-15.43	\$7.00
New Hires, Experienced	\$7.00-8.40	\$8.01
Experienced, 3 Years w/Firm	\$8.00-9.30	\$8.58

(**Some** [33%] of responding employers employ union workers in this occupation. One responding employer provides a uniform allowance.)

## **TIME BASE/HOURS WORKED**

Full Time, avg 53 hrs/wk	Many	(58%)
Part Time, avg 25 hrs/wk	Many	(42%)
Temporary/On Call, avg 0 hrs/wk	None	(0%)
Seasonal, avg 0 hrs/wk	None	(0%)

## **SHIFTS**

(Out of 6 firms, 6 answered this question.)

*Responding employers report the following shifts are available for this occupation:*

Day	Many	(50%)
Swing	Many	(50%)
Graveyard	Many	(50%)
Other Shifts	Most	(67%)

## **BENEFITS**

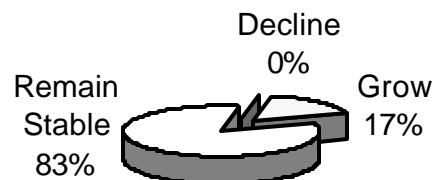
	<u>Employer Pays All</u>		<u>Share Cost</u>		<u>Employee Pays All</u>	
	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>
Medical	50%	0%	33%	33%	0%	0%
Dental	33%	0%	33%	17%	0%	0%
Vision	33%	0%	33%	17%	0%	0%
Life	17%	0%	33%	17%	0%	0%
Sick	67%	17%	0%	0%	0%	0%
Vacation	67%	17%	0%	0%	0%	0%
Retirement	17%	17%	17%	17%	0%	0%
Child Care	0%	0%	0%	0%	0%	0%

**Many** (50%) of responding employers offer a 401 K.

## **PROJECTIONS**

*Growth Rate, 1999-2006:*  
18.2%, Average

*Responding employers expect this occupation's employment over the next 24 months to:*



## **OTHER INFORMATION**

### **PROMOTIONAL OPPORTUNITIES**

(Out of 6 firms, 6 firms responded)

**Most** (67%) of responding employers may promote employees to: Paramedic, supervisor, quality assurance officer, senior medical technical assistant.

For additional information about this occupation, refer to the Occupational Outlook Handbook, page 284; the California Occupational Guides, No. 550; and the California Professional & Business License Handbook, Sixth Edition 1999, page 102. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

Standard Occupational Classification Code: 29-2041

### **CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)**

*The following providers are listed in the Local Training Providers Section of this report, beginning on page 169:*

Argonaut High School ROP  
Bret Harte High School ROP  
Columbia College

# EMERGENCY MEDICAL TECHNICIANS- PARAMEDIC

**OES CODE: 325083**

**4 Firms Responding – 44 Employees Represented**

## **DESCRIPTION OF OCCUPATION**

Emergency Medical Technicians, Paramedic are trained and certified to provide emergency advanced life support at the scene of an emergency and during ambulance transport to hospitals. Emergency Medical Technicians, Paramedic use a broad range of sophisticated life-saving equipment and techniques, including specified drugs. Does not include Firefighters trained as Paramedics.

## **EMPLOYER REQUIREMENTS**

### **EDUCATION**

Less than High School Diploma	None	(0%)
High School Diploma or Equivalent	All	(100%)
Associate Degree (2 Year)	None	(0%)
Bachelor Degree (4 Year)	None	(0%)
Graduate Study	None	(0%)

### **TRAINING/EXPERIENCE**

	Yes	No	Preferred	No Response
Work Experience Required	50%	25%	25%	0%
Other Occupational Experience Accepted	25%	50%		25%
Training in Lieu Of Experience Accepted	0%	75%		25%
Technical/Vocational Training Required	100%	0%	0%	0%

## **SKILLS, LICENSES and OTHER REQUIREMENTS**

*Skills needed for job entry:*

**BASIC:** Oral communication and basic math skills. Ability to read and follow instructions and write legibly.

**TECHNICAL:** Ambulance or emergency vehicle driving skills. Ability to perform needle thoracotomy; accurately record and report information; take charge and handle major emergencies; test, check and maintain emergency medical equipment; perform ventilation by use of esophageal airway; perform endotracheal intubation; perform synchronized cardioversion; and perform pediatric intubation.

**PHYSICAL:** Ability to lift and move patients and perform strenuous, physically demanding work. Possess good vision, color perception, and physical condition.

**PERSONAL or OTHER:** Ability to work independently, under pressure, as part of a team and assess emergency situations and set priorities quickly.

### **License or certification:**

**Most** (75%) responding employers require EMT Paramedic License.

## **COMPUTER SOFTWARE SKILLS**

*The following number of responding employers reported they seek applicants with:*

Word Processing	2	Spreadsheet	2
Database	1	Desktop Publishing	0

## **SUPPLY and DEMAND**

*Responding employers reported the following difficulty finding fully qualified applicants:*

Experienced:	Moderately difficult
Inexperienced:	Very difficult

## **TURNOVER**

*Responding employers reported a total of 15 persons hired in this occupation during the last 12 months to fill the following vacancies:*

New Positions (Growth)	Most	(60%)
Employees Leaving	Few	(13%)
Promotions	Few	(7%)
Temporary	Some	(20%)

## **RECRUITMENT METHODS**

(Out of 4 firms, 4 answered this question.)

*The three most successful recruitment methods used by responding employers are:*

Employee Referrals	All	(100%)
Newspaper Ads	Many	(50%)
Walk-In Applicants	Many	(50%)

## **SIZE OF OCCUPATION**

**SIZE OF OCCUPATION:** *Medium* (110 to 130)

**GENDER:** Female employees 39%  
Male employees 61%

## **WHERE THE JOBS ARE** (in survey area)

*Major employing industries:*

Local passenger transportation.

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

**MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties**

**Summer 2002**

# EMERGENCY MEDICAL TECHNICIANS- PARAMEDIC

**OES CODE: 325083**

**4 Firms Responding – 44 Employees Represented**

## **WAGES and BENEFITS** (May-August 2002) (Hourly wages)

Wages (Union, Non-Union, and Union Undetermined)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	Insufficient data	
New Hires, Experienced	\$8.00-11.00	\$9.58
Experienced, 3 Years w/Firm	\$9.00-13.00	\$11.25

(Many [50%] of responding employers employ union workers in this occupation. Many [50%] responding employer provide a uniform allowance and/or pay for continued education in this field.)

## **TIME BASE/HOURS WORKED**

Full Time, avg 65 hrs/wk	Many	(45%)
Part Time, avg 21 hrs/wk	Many	(55%)
Temporary/On Call, avg 0 hrs/wk	None	(0%)
Seasonal, avg 0 hrs/wk	None	(0%)

## **SHIFTS**

(Out of 4 firms, 4 answered this question.)

Responding employers report the following shifts are available for this occupation:

Day	None	(0%)
Swing	None	(0%)
Graveyard	None	(0%)
Other Shifts	All	(100%)

## **BENEFITS**

	<u>Employer Pays All</u>		<u>Share Cost</u>		<u>Employee Pays All</u>	
	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>
Medical	50%	0%	50%	25%	0%	0%
Dental	50%	0%	25%	0%	0%	0%
Vision	50%	0%	25%	0%	0%	0%
Life	25%	0%	25%	0%	0%	0%
Sick	75%	0%	0%	0%	0%	0%
Vacation	75%	0%	0%	0%	0%	0%
Retirement	25%	0%	0%	0%	0%	0%
Child Care	0%	0%	0%	0%	0%	0%

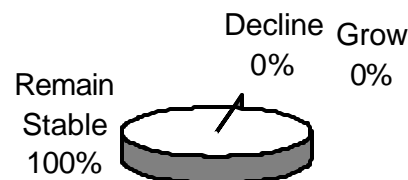
Some (25%) of responding employers offer a 401 K.

## **PROJECTIONS**

Growth Rate, 1999-2006:

18.2%, Average

Responding employers expect this occupation's employment over the next 24 months to:



## **OTHER INFORMATION**

### **PROMOTIONAL OPPORTUNITIES**

(Out of 4 firms, 4 firms responded)

Most (75%) of responding employers may promote employees to: Supervising paramedic, supervisor, quality assurance officer, training officer, lead paramedic.

For additional information about this occupation, refer to the Occupational Outlook Handbook, page 284; the California Occupational Guides, No. 550; and the California Professional & Business License Handbook, Sixth Edition 1999, page 102. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

Standard Occupational Classification Code: 29-2041

## **CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)**

The following providers are listed in the Local Training Providers Section of this report, beginning on page 169:

Argonaut High School ROP  
Bret Harte High School ROP  
Columbia College

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

**MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties**

**Summer 2002**

# FIREFIGHTERS

OES CODE: 630080

10 Firms Responding – 304 Employees Represented

## **DESCRIPTION OF OCCUPATION**

Firefighters control and extinguish fires, protect life and property and maintain equipment as paid volunteers or employees of city, township, State, or Federal government.

## **EMPLOYER REQUIREMENTS**

### **EDUCATION**

Less than High School Diploma	Few	(10%)
High School Diploma or Equivalent	Almost All	(90%)
Associate Degree (2 Year)	None	(0%)
Bachelor Degree (4 Year)	None	(0%)
Graduate Study	None	(0%)

### **TRAINING/EXPERIENCE**

	<u>Yes</u>	<u>No</u>	<u>Preferred</u>	<u>No Response</u>
Work Experience Required	70%	10%	20%	0%
Other Occupational Experience Accepted	20%	70%		10%
Training in Lieu Of Experience Accepted	80%	10%		10%
Technical/Vocational Training Required	50%	20%	30%	0%

## **SKILLS, LICENSES and OTHER REQUIREMENTS**

*Skills needed for job entry:*

**BASIC:** Oral communication and basic math skills. Ability to read and follow instructions and write legibly.

**TECHNICAL:** Possess EMT Certificate and valid fire-fighter Class B driver's license. Knowledge of medical terminology and local streets. Ability to write effectively, administer emergency first aid, take vital signs and apply principles of hazardous/toxic waste disposal.

**PHYSICAL:** Possess agility, coordination, good vision and good hearing. Ability to climb to high places and pass a physical performance test and pre-employment medical exam.

**PERSONAL or OTHER:** Possess clean police record, public contact skills and a willingness to work with close supervision. Ability to work independently.

### **License or certification:**

Most (60%) responding employers require EMT and/or Firefighter I certification.

## **COMPUTER SOFTWARE SKILLS**

*The following number of responding employers reported they seek applicants with:*

Word Processing	3	Spreadsheet	1
Database	1	Desktop Publishing	0

## **SUPPLY and DEMAND**

*Responding employers reported the following difficulty finding fully qualified applicants:*

Experienced:	Moderately difficult
Inexperienced:	Moderately difficult

## **TURNOVER**

*Responding employers reported a total of 135 persons hired in this occupation during the last 12 months to fill the following vacancies:*

New Positions (Growth)	Few	(4%)
Employees Leaving	Few	(7%)
Promotions	Few	(8%)
Temporary	Almost All	(80%)

## **RECRUITMENT METHODS**

(Out of 10 firms, 10 answered this question.)

*The three most successful recruitment methods used by responding employers are:*

In-House Promotion or Transfer	Many	(50%)
Newspaper Ads	Many	(40%)
Walk-In Applicants	Many	(40%)

## **SIZE OF OCCUPATION**

**SIZE OF OCCUPATION:** *Very Large* (300 to 310)

<b><u>GENDER:</u></b>	Female employees	9%
	Male employees	91%

## **WHERE THE JOBS ARE** (in survey area)

*Major employing industries:*

State and local government; fire protection; land, mineral, and wildlife conservation.

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.  
MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties Summer 2002

# FIREFIGHTERS

OES CODE: 630080

10 Firms Responding – 304 Employees Represented

## WAGES and BENEFITS (May-August 2002) (Hourly wages)

Wages (Non-Union, and Union Undetermined)

	Range	Median
New Hires, No Experience	\$6.75-12.70	\$8.66
New Hires, Experienced	\$6.75-14.00	\$9.35
Experienced, 3 Years w/Firm	\$7.37-17.00	\$12.55

Wages (Union)

	Range	Median
New Hires, No Experience	\$8.66-8.66	\$8.66
New Hires, Experienced	\$8.66-14.00	\$9.24
Experienced, 3 Years w/Firm	\$10.35-14.85	\$10.53

(**Some** [30%] of responding employers employ union workers in this occupation. A **Few** [10%] responding employers provide a uniform allowance.)

## TIME BASE/HOURS WORKED

Full Time, avg 68 hrs/wk	Many	(55%)
Part Time, avg 30 hrs/wk	Few	(2%)
Temporary/On Call, avg 10 hrs/wk	Few	(8%)
Seasonal, avg 70 hrs/wk	Some	(35%)

## SHIFTS

(Out of 10 firms, 10 answered this question.)

Responding employers report the following shifts are available for this occupation:

Day	Most	(60%)
Swing	Some	(20%)
Graveyard	Some	(20%)
Other Shifts	Almost All	(80%)

(**Most** [60] responding employers report employees in this occupation work 24 hour shifts of 3-4 days on/off duty.)

## BENEFITS

	Employer Pays All		Share Cost		Employee Pays All	
	F/T	P/T	F/T	P/T	F/T	P/T
Medical	33%	0%	56%	25%	0%	0%
Dental	33%	0%	44%	0%	11%	0%
Vision	33%	0%	44%	0%	11%	0%
Life	67%	0%	0%	0%	0%	0%
Sick	89%	0%	11%	0%	0%	0%
Vacation	89%	0%	11%	0%	0%	0%
Retirement	33%	11%	22%	0%	11%	0%
Child Care	0%	0%	0%	0%	0%	0%

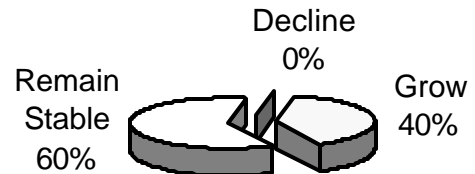
A **Few** (10%) responding employers offer a 401 K.

## PROJECTIONS

Growth Rate, 1999-2006:

3.3%, Slower than average

Responding employers expect this occupation's employment over the next 24 months to:



## OTHER INFORMATION

### PROMOTIONAL OPPORTUNITIES

(Out of 10 firms, 10 firms responded)

**Almost all** (80%) of responding employers may promote employees to: Fire engineer II, fire engineer, fire apparatus engineer, fire captain, engineer, captain, fire chief, lieutenant, assistant fire chief.

For additional information about this occupation, refer to the Occupational Outlook Handbook, page 341; and the California Occupational Guides, No. 241. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

Standard Occupational Classification Code: 33-2011

## CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)

The following providers are listed in the Local Training Providers Section of this report, beginning on page 169:

Bret Harte High School ROP  
Columbia College  
Mariposa Adult School  
Mariposa High School ROP

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Summer 2002

# GAMING DEALERS

**SOC CODE: 39-3011**

**2 Firms Responding – 210 Employees Represented**

## **DESCRIPTION OF OCCUPATION**

Gaming Dealers operate table games such as craps, black-jack and roulette. Standing or sitting behind the table, dealers provide dice, dispense cards to players, or operate other gaming equipment. Some dealers also monitor the patrons for infractions of casino rules. Dealers determine winners, calculate and pay winning bets, and collect losing bets.

## **EMPLOYER REQUIREMENTS**

### **EDUCATION**

Less than High School Diploma	None	(0%)
High School Diploma or Equivalent	All	(100%)
Associate Degree (2 Year)	None	(0%)
Bachelor Degree (4 Year)	None	(0%)
Graduate Study	None	(0%)

### **TRAINING/EXPERIENCE**

	Yes	No	Preferred	No Response
Work Experience				
Required	0%	0%	100%	0%
Other Occupational				
Experience Accepted	0%	100%		0%
Training in Lieu				
Of Experience Accepted	50%	50%		0%
Technical/Vocational				
Training Required	50%	0%	50%	0%

### **SKILLS, LICENSES and OTHER REQUIREMENTS**

*Skills needed for job entry:*

**BASIC:** Basic math and oral communication skills. Ability to read and follow instructions and write legibly.

**TECHNICAL:** Cash handling skills. Ability to quickly/accurately compare objects. Possess knowledge of table games.

**PHYSICAL:** Ability to stand continuously for 1 or more hours. Possess manual dexterity.

**PERSONAL OR OTHER:** Public contact skills. Ability to work independently, under pressure, and concentrate without being distracted. Possess a willingness to work with close supervision.

### **License or certification:**

No license or certification required.

### **COMPUTER SOFTWARE SKILLS**

*The following number of responding employers reported they seek applicants with:*

Word Processing	0	Spreadsheet	1
Database	0	Desktop Publishing	0

### **SUPPLY and DEMAND**

*Responding employers reported the following difficulty finding fully qualified applicants:*

Experienced:	Very difficult
Inexperienced:	Very difficult

### **TURNOVER**

*Responding employers reported a total of 119 persons hired in this occupation during the last 12 months to fill the following vacancies:*

New Positions (Growth)	(57%)
Employees Leaving	(13%)
Promotions	(10%)
Temporary	(20%)

### **RECRUITMENT METHODS**

*(Out of 2 firms, 2 answered this question.)*

*The most successful recruitment methods used by responding employers are:*

Newspaper Ads	(100%)
In-House Promotion or Transfer	(50%)
EDD	(50%)
Walk-In Applicants	(50%)
Employee Referrals	(50%)

### **SIZE OF OCCUPATION**

**SIZE OF OCCUPATION: LARGE** (200 to 220)

<b><u>GENDER:</u></b>	Female employees	51%
	Male employees	49%

### **WHERE THE JOBS ARE** (in survey area)

*Major employing industries:*

Amusement and recreation services

# GAMING DEALERS

**SOC CODE: 39-3011**

**2 Firms Responding – 210 Employees Represented**

## **WAGES and BENEFITS** (May-August 2002) (Hourly wages)

Wages (Union, Non-Union, and Union Undetermined)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$7.25-10.75	Insufficient data
New Hires, Experienced	\$7.79-10.75	Insufficient data
Experienced, 3 Years w/Firm	\$8.33-10.75	Insufficient data

(None [0%] of responding employers employ union workers in this occupation.)

## **TIME BASE/HOURS WORKED**

Full Time, avg 40 hrs/wk	(85%)
Part Time, avg 18 hrs/wk	(6%)
Temporary/On Call, avg 16 hrs/wk	(9%)
Seasonal, avg 0 hrs/wk	(0%)

## **SHIFTS**

(Out of 2 firms, 2 answered this question.)

Responding employers report the following shifts are available for this occupation:

Day	(100%)
Swing	(100%)
Graveyard	(100%)
Other Shifts	(50%)

## **BENEFITS**

	<u>Employer Pays All</u>		<u>Share Cost</u>		<u>Employee Pays All</u>	
	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>
Medical	0%	0%	100%	0%	0%	0%
Dental	0%	0%	100%	0%	0%	0%
Vision	0%	0%	100%	0%	0%	0%
Life	0%	0%	100%	0%	0%	0%
Sick	50%	0%	0%	0%	0%	0%
Vacation	100%	0%	0%	0%	0%	0%
Retirement	0%	0%	0%	0%	0%	0%
Child Care	0%	0%	50%	0%	0%	0%

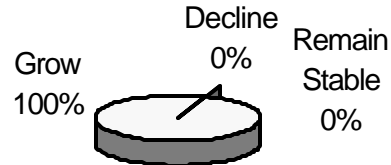
All (100%) of responding employers offer a 401 K.

## **PROJECTIONS**

Growth Rate, 1999-2006:

Information not available

Responding employers expect this occupation's employment over the next 24 months to:



## **OTHER INFORMATION**

### **PROMOTIONAL OPPORTUNITIES**

(Out of 2 firms, 2 firms responded)

All (100%) of responding employers promote employees to: Supervisor, management, cage supervisor.

For additional information about this occupation, refer to the Occupational Outlook Handbook, page 333. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

Standard Occupational Classification Code: 39-3011

## **CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)**

The following providers are listed in the Local Training Providers Section of this report, beginning on page 169:

No specific training programs available for this occupation in survey area.

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODGE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Summer 2002



# GENERAL OFFICE CLERKS

OES CODE: 553470

18 Firms Responding – 82 Employees Represented

## **DESCRIPTION OF OCCUPATION**

General Office Clerks perform a wide variety of tasks. Clerical duties may be assigned in accordance with the office procedures of individual establishments and may include a combination of bookkeeping, typing, stenography, office machine operation and filing. Does not include workers whose duties are narrowly defined.

## **EMPLOYER REQUIREMENTS**

### **EDUCATION**

Less than High School Diploma	Few	(6%)
High School Diploma or Equivalent	Almost All	(88%)
Associate Degree (2 Year)	Few	(6%)
Bachelor Degree (4 Year)	None	(0%)
Graduate Study	None	(0%)

### **TRAINING/EXPERIENCE**

	<u>Yes</u>	<u>No</u>	<u>Preferred</u>	<u>No Response</u>
Work Experience Required	44%	6%	50%	0%
Other Occupational Experience Accepted	72%	22%		6%
Training in Lieu Of Experience Accepted	66%	28%		6%
Technical/Vocational Training Required	0%	83%	17%	0%

### **SKILLS, LICENSES and OTHER REQUIREMENTS**

*Skills needed for job entry:*

**BASIC:** Oral communication and basic math skills. Ability to read and follow instructions and write legibly.

**TECHNICAL:** Telephone answering, record keeping, alphabetic and numeric filing, English grammar, spelling and punctuation skills. Ability to write effectively, type at least 45 wpm and operate 10-key adding machine by touch.

**PHYSICAL:** None listed.

**PERSONAL OR OTHER:** Public contact skills. Ability to work independently; perform routine, repetitive work; and a willingness to work with close supervision.

### **License or certification:**

No license or certification needed.

## **COMPUTER SOFTWARE SKILLS**

*The following number of responding employers reported they seek applicants with:*

Word Processing	14	Spreadsheet	9
Database	9	Desktop Publishing	2

## **SUPPLY and DEMAND**

*Responding employers reported the following difficulty finding fully qualified applicants:*

Experienced:	Not difficult
Inexperienced:	Moderately difficult

## **TURNOVER**

*Responding employers reported a total of 23 persons hired in this occupation during the last 12 months to fill the following vacancies:*

New Positions (Growth)	Few	(13%)
Employees Leaving	Some	(39%)
Promotions	None	(0%)
Temporary	Many	(48%)

## **RECRUITMENT METHODS**

(Out of 18 firms, 18 answered this question.)

*The three most successful recruitment methods used by responding employers are:*

Employee Referrals	Many	(50%)
Newspaper Ads	Most	(72%)
In-House Promotion or Transfer	Many	(56%)

## **SIZE OF OCCUPATION**

**SIZE OF OCCUPATION: VERY LARGE** (780 to 930)

<b><u>GENDER:</u></b>	Female employees	94%
	Male employees	6%

## **WHERE THE JOBS ARE** (in survey area)

*Major employing industries:*

Lumber and other building material suppliers; department stores; grocery stores; new and used car dealers; insurance agents, brokers and services; hotels and motels; amusement and recreation services; skilled nursing care facilities; elementary and secondary schools; job training and related services; civic and social associations; air, water and solid waste management; government.

# GENERAL OFFICE CLERKS

**OES CODE: 553470**

**18 Firms Responding – 82 Employees Represented**

## **WAGES and BENEFITS** (May-August 2002) (Hourly wages)

Wages (Non-Union, Union and Union Undetermined)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$7.00-10.15	\$7.88
New Hires, Experienced	\$7.15-12.84	\$9.50
Experienced, 3 Years w/Firm	\$8.00-15.99	\$11.50

(None [0%] of responding employers employ union workers in this occupation.)

## **TIME BASE/HOURS WORKED**

Full Time, avg 39 hrs/wk	Most	(79%)
Part Time, avg 21 hrs/wk	Few	(11%)
Temporary/On Call, avg 30 hrs/wk	Few	(2%)
Seasonal, avg 40 hrs/wk	Few	(7%)

## **SHIFTS**

(Out of 18 firms, 18 answered this question.)

*Responding employers report the following shifts are available for this occupation:*

Day	All	(100%)
Swing	Few	(6%)
Graveyard	None	(0%)
Other Shifts	None	(0%)

## **BENEFITS**

	<u>Employer Pays All</u>		<u>Share Cost</u>		<u>Employee Pays All</u>	
	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>
Medical	35%	12%	59%	6%	0%	0%
Dental	35%	6%	47%	6%	12%	0%
Vision	35%	6%	35%	6%	0%	0%
Life	35%	12%	24%	0%	0%	0%
Sick	76%	6%	12%	6%	0%	0%
Vacation	88%	12%	6%	0%	0%	0%
Retirement	35%	0%	18%	12%	6%	0%
Child Care	0%	0%	6%	6%	0%	0%

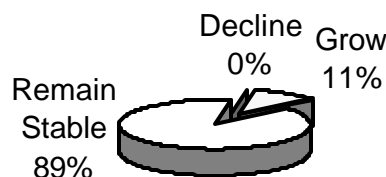
**Most** (61%) of responding employers offer a 401 K.

## **PROJECTIONS**

*Growth Rate, 1999-2006:*

19.2%, Faster than average

*Responding employers expect this occupation's employment over the next 24 months to:*



## **OTHER INFORMATION**

### **PROMOTIONAL OPPORTUNITIES**

(Out of 18 firms, 18 firms responded)

**Most** (72%) of responding employers promote employees to: Manager, accounting, secretary, department leader, human resources, department manager, account clerk, financial clerk, administrative assistant, fiscal assistant, resource specialist I & II, insurance sales, customer service representative, reservations, reservations manager, front desk manager, controller.

For additional information about this occupation, refer to the Occupational Outlook Handbook, page 419; and the California Occupational Guides, No. 295. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

Standard Occupational Classification Code: 43-9061

## **CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)**

*The following providers are listed in the Local Training Providers Section of this report, beginning on page 169:*

Amador High School ROP  
Bret Harte High School ROP  
Calaveras High School ROP  
Columbia College  
Computer Career Training  
Mariposa High School Adult Education  
Mariposa High School ROP  
Sonora High School ROP  
Summersville High School ROP

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

**MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties**

**Summer 2002**

# HELPERS – ALL OTHER CONSTRUCTION TRADE WORKERS

OES CODE: 983190999

8 Firms Responding – 20 Employees Represented

## DESCRIPTION OF OCCUPATION

All Other Construction Trade Workers' Helpers assist workers in the construction trades, such as brick masons, carpenters, electricians, painters, plumbers, and surveyors. They perform duties of lesser skills such as furnishing tools, materials, and supplies to other workers, cleaning work areas, machines, and tools, and holding materials or tools for other workers. Does not include apprentice workers.

## EMPLOYER REQUIREMENTS

### EDUCATION

Less than High School Diploma	Some	(37%)
High School Diploma or Equivalent	Most	(63%)
Associate Degree (2 Year)	None	(0%)
Bachelor Degree (4 Year)	None	(0%)
Graduate Study	None	(0%)

### TRAINING/EXPERIENCE

	Yes	No	Preferred	No Response
Work Experience Required	0%	13%	88%	0%
Other Occupational Experience Accepted	75%	12%		13%
Training in Lieu Of Experience Accepted	25%	62%		13%
Technical/Vocational Training Required	0%	88%	13%	0%

## SKILLS, LICENSES and OTHER REQUIREMENTS

*Skills needed for job entry:*

**BASIC:** Basic math skills. Ability to read and follow instructions and write legibly.

**TECHNICAL:** Basic construction skills. Ability to use hand tools, implement safe work practices, and use and read a tape measure. Possess a valid driver's license.

**PHYSICAL:** Ability to tolerate noise and dust; climb to high places; work from ladders and scaffolds; perform strenuous, physically demanding work; lift at least 100 lbs. repeatedly; use hands, arms, and fingers; climb ladders; crawl under buildings; stand for prolonged periods; work in awkward positions; work outdoors in all weather conditions. Possess agility and coordination, manual dexterity, good physical condition, and good eye-hand coordination.

**PERSONAL or OTHER:** Ability to work independently and as part of a team. Possess a willingness to work with close supervision.

### License or certification:

No license or certification needed.

## COMPUTER SOFTWARE SKILLS

*The following number of responding employers reported they seek applicants with:*

Word Processing	0	Spreadsheet	0
Database	0	Desktop Publishing	0

## SUPPLY and DEMAND

*Responding employers reported the following difficulty finding fully qualified applicants:*

Experienced:	Not difficult
Inexperienced:	Very difficult

## TURNOVER

*Responding employers reported a total of 39 persons hired in this occupation during the last 12 months to fill the following vacancies:*

New Positions (Growth)	Few	(10%)
Employees Leaving	Most	(67%)
Promotions	Few	(5%)
Temporary	Few	(18%)

## RECRUITMENT METHODS

(Out of 8 firms, 8 answered this question.)

*The three most successful recruitment methods used by responding employers are:*

Employee Referrals	Some	(38%)
Word of Mouth	Many	(50%)
Walk-In Applicants	Many	(50%)

## SIZE OF OCCUPATION

**SIZE OF OCCUPATION: MEDIUM** (70 to 90)

<b>GENDER:</b> Female employees	15%
Male employees	85%

## WHERE THE JOBS ARE (in survey area)

*Major employing industries:*

Residential construction; masonry; general contractors; masonry and other stonework; plumbing, heating, air conditioning; special trade contractors; electrical contractors; painting and paper hanging; plastering, drywall, and insulation, carpentry work; roofing, siding, and sheetmetal work; concrete work.

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Summer 2002

# HELPERS – ALL OTHER CONSTRUCTION TRADE WORKERS

**OES CODE: 983190999**

**8 Firms Responding – 20 Employees Represented**

## **WAGES and BENEFITS** (May-August 2002) (Hourly wages)

Wages (Non-Union, Union and Union Undetermined)

	Range	Median
New Hires, No Experience	\$8.00-10.00	\$8.00
New Hires, Experienced	\$9.00-10.00	\$10.00
Experienced, 3 Years w/Firm	\$11.00-16.00	\$14.00

(A **Few** [13%] responding employers employ union workers in this occupation.)

## **TIME BASE/HOURS WORKED**

Full Time, avg 39 hrs/wk	Many	(50%)
Part Time, avg 23 hrs/wk	Few	(15%)
Temporary/On Call, avg 5 hrs/wk	Few	(5%)
Seasonal, avg 30 hrs/wk	Some	(30%)

## **SHIFTS**

(Out of 8 firms, 8 answered this question.)

*Responding employers report the following shifts are available for this occupation:*

Day	All	(100%)
Swing	None	(0%)
Graveyard	None	(0%)
Other Shifts	None	(0%)

## **BENEFITS**

	Employer Pays All		Share Cost		Employee Pays All	
	F/T	P/T	F/T	P/T	F/T	P/T
Medical	14%	0%	43%	0%	0%	0%
Dental	0%	0%	14%	0%	14%	0%
Vision	0%	0%	14%	0%	0%	0%
Life	0%	0%	0%	0%	0%	0%
Sick	29%	0%	0%	0%	0%	0%
Vacation	57%	0%	0%	0%	0%	0%
Retirement	0%	0%	14%	0%	0%	0%
Child Care	0%	0%	0%	0%	0%	0%

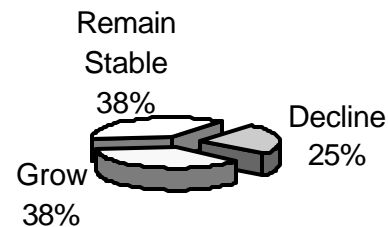
**None** (0%) of responding employers offer a 401 K.

## **PROJECTIONS**

Growth Rate, 1999-2006:

28.6%, Much faster than average

*Responding employers expect this occupation's employment over the next 24 months to:*



## **OTHER INFORMATION**

### **PROMOTIONAL OPPORTUNITIES**

(Out of 8 firms, 8 firms responded)

**Almost All** (88%) of responding employers promote employees to: Apprentice, journeyman, installer, foreman, service technician, carpenter.

For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

Standard Occupational Classification Code: 47-3019

## **CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)**

*The following providers are listed in the Local Training Providers Section of this report, beginning on page 169:*

No specific training programs available for this occupation in survey area.

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

**MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties**

**Summer 2002**

# JANITORS AND CLEANERS – except MAIDS AND HOUSEKEEPING CLEANERS

OES CODE: 670050

18 Firms Responding – 177 Employees Represented

## **DESCRIPTION OF OCCUPATION**

Janitors and Cleaners-except Maids and Housekeeping Cleaners keep buildings in clean and orderly condition. They perform heavy cleaning duties, such as operating motor-driven cleaning equipment, mopping floors, washing walls and glass, and removing rubbish. They may have additional duties and responsibilities, such as tending furnace and boiler, performing routine maintenance activities, notifying management of need for repairs and additions, and cleaning snow or debris from sidewalk. Does not include Maids and Housekeepers.

## **EMPLOYER REQUIREMENTS**

### **EDUCATION**

Less than High School Diploma	Some	(28%)
High School Diploma or Equivalent	Most	(72%)
Associate Degree (2 Year)	None	(0%)
Bachelor Degree (4 Year)	None	(0%)
Graduate Study	None	(0%)

### **TRAINING/EXPERIENCE**

	Yes	No	Preferred	No Response
Work Experience Required	6%	39%	56%	0%
Other Occupational Experience Accepted	39%	22%		39%
Training in Lieu Of Experience Accepted	56%	6%		39%
Technical/Vocational Training Required	0%	78%	22%	0%

## **SKILLS, LICENSES and OTHER REQUIREMENTS**

*Skills needed for job entry:*

**BASIC:** Oral communication and basic math skills. Ability to read and follow instructions and write legibly.

**TECHNICAL:** Window washing skills. Ability to shampoo carpets and operate floor polishing equipment. Possess a valid driver's license and understand cleaning compounds and solutions.

**PHYSICAL:** None listed.

**PERSONAL OR OTHER:** Ability to work independently. Possess reliable vehicle and a willingness to work with close supervision.

### **License or certification:**

No license or certification needed.

## **COMPUTER SOFTWARE SKILLS**

*The following number of responding employers reported they seek applicants with:*

Word Processing	0	Spreadsheet	0
Database	0	Desktop Publishing	0

## **SUPPLY and DEMAND**

*Responding employers reported the following difficulty finding fully qualified applicants:*

Experienced:	Not difficult
Inexperienced:	Moderately difficult

## **TURNOVER**

*Responding employers reported a total of 49 persons hired in this occupation during the last 12 months to fill the following vacancies:*

New Positions (Growth)	Few	(10%)
Employees Leaving	Almost All	(80%)
Promotions	Few	(4%)
Temporary	Few	(6%)

## **RECRUITMENT METHODS**

(Out of 18 firms, 18 answered this question.)

*The three most successful recruitment methods used by responding employers are:*

Employee Referrals	Most	(61%)
Newspaper Ads	Most	(72%)
In-House Promotion or Transfer	Many	(50%)

## **SIZE OF OCCUPATION**

**SIZE OF OCCUPATION: VERY LARGE** (550 to 630)

<b><u>GENDER:</u></b>	Female employees	36%
	Male employees	64%

## **WHERE THE JOBS ARE** (in survey area)

*Major employing industries:*

Grocery stores, eating places, building maintenance services, amusement and recreation services, elementary and secondary schools, government.

# JANITORS AND CLEANERS – except MAIDS AND HOUSEKEEPING CLEANERS

**OES CODE: 670050**

**18 Firms Responding – 177 Employees Represented**

## **WAGES and BENEFITS** (May-August 2002) (Hourly wages)

Wages (Non-Union, and Union Undetermined)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$6.75-9.00	\$8.00
New Hires, Experienced	\$6.75-9.00	\$8.00
Experienced, 3 Years w/Firm	\$6.75-12.00	\$10.00

Wages (Union)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$8.27-11.19	\$10.24
New Hires, Experienced	\$8.27-11.85	\$10.25
Experienced, 3 Years w/Firm	\$10.22-13.75	\$12.56

(**Some** [39%] responding employers employ union workers in this occupation. A **few** [11%] responding employers state they pay a bonus in addition to wages. A **few** [6%] responding employers report their employees in this occupation receive tips.)

## **TIME BASE/HOURS WORKED**

Full Time, avg 40 hrs/wk	Almost All	(82%)
Part Time, avg 18 hrs/wk	Few	(18%)
Temporary/On Call, avg 0 hrs/wk	None	(0%)
Seasonal, avg 0 hrs/wk	None	(0%)

## **SHIFTS**

(Out of 18 firms, 18 answered this question.)

Responding employers report the following shifts are available for this occupation:

Day	Most	(72%)
Swing	Many	(56%)
Graveyard	Some	(39%)
Other Shifts	Few	(6%)

## **BENEFITS**

	<u>Employer Pays All</u>		<u>Share Cost</u>		<u>Employee Pays All</u>	
	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>
Medical	22%	17%	39%	17%	0%	0%
Dental	22%	11%	28%	17%	0%	0%
Vision	22%	11%	28%	17%	0%	0%
Life	11%	6%	17%	6%	0%	0%
Sick	50%	17%	0%	17%	0%	0%
Vacation	56%	28%	0%	11%	0%	0%
Retirement	11%	6%	11%	11%	0%	0%
Child Care	0%	0%	0%	0%	6%	0%

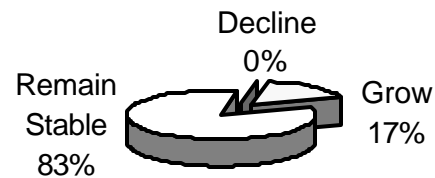
A **few** (17%) of responding employers offer a 401 K.

## **PROJECTIONS**

Growth Rate, 1999-2006:

14.5%, Slower than average

Responding employers expect this occupation's employment over the next 24 months to:



## **OTHER INFORMATION**

### **PROMOTIONAL OPPORTUNITIES**

(Out of 18 firms, 18 firms responded)

**Many** (56%) of responding employers promote employees to: Table games supervisor, apprentice clerk, prep cook, facility servers, level II & III supervisors, cashier, night crew, supervisor, manager, custodial, maintenance, maintenance worker.

For additional information about this occupation, refer to the Occupational Outlook Handbook, page 300; and the California Occupational Guides, No. 88. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

Standard Occupational Classification Code: 37-2011

## **CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)**

The following providers are listed in the Local Training Providers Section of this report, beginning on page 169:

No specific training programs available for this occupation in survey area.

Key Terms : All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

**MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties**

**Summer 2002**

# LIBRARY ASSISTANTS and BOOKMOBILE DRIVERS

OES CODE: 539020

12 Firms Responding – 82 Employees Represented

## DESCRIPTION OF OCCUPATION

Library Assistants and Bookmobile Drivers compile records; sort and shelve books; issue and receive library materials, such as pictures, cards, slides, phonograph records, and microfilm; and handle tape decks. They also locate library materials for loan and replace materials in shelving areas (stacks) or files according to their identification number and title, and register patrons to permit them to borrow books, periodicals, and other library materials. Bookmobile Drivers operate a bookmobile or light truck that pulls a book trailer to specific locations on a predetermined schedule and assist with providing services in mobile library.

## EMPLOYER REQUIREMENTS

### EDUCATION

Less than High School Diploma	None	(0%)
High School Diploma or Equivalent	Almost All	(83%)
Associate Degree (2 Year)	Few	(8%)
Bachelor Degree (4 Year)	Few	(8%)
Graduate Study	None	(0%)

### TRAINING/EXPERIENCE

	Yes	No	Preferred	No Response
Work Experience Required	17%	17%	67%	0%
Other Occupational Experience Accepted	58%	25%		17%
Training in Lieu Of Experience Accepted	75%	8%		17%
Technical/Vocational Training Required	8%	75%	17%	0%

## SKILLS, LICENSES and OTHER REQUIREMENTS

*Skills needed for job entry:*

**BASIC:** Basic math and oral communication skills. Ability to read and follow instructions and write legibly.

**TECHNICAL:** Record keeping skills. Ability to use reference materials (e.g. hand books), operate audiovisual equipment, use information retrieval systems, write effectively, classify publications using Dewey Decimal and Library of Congress Systems.

**PHYSICAL:** None listed.

**PERSONAL OR OTHER:** Public contact skills. Ability to work independently. Possess a good DMV driving record and a willingness to work with close supervision.

### License or certification:

No license or certification needed.

## COMPUTER SOFTWARE SKILLS

*The following number of responding employers reported they seek applicants with:*

Word Processing	10	Spreadsheet	6
Database	5	Desktop Publishing	3

## SUPPLY and DEMAND

*Responding employers reported the following difficulty finding fully qualified applicants:*

Experienced:	Moderately difficult
Inexperienced:	Not difficult

## TURNOVER

*Responding employers reported a total of 20 persons hired in this occupation during the last 12 months to fill the following vacancies:*

New Positions (Growth)	Some	(20%)
Employees Leaving	Few	(10%)
Promotions	Few	(5%)
Temporary	Most	(65%)

## RECRUITMENT METHODS

(Out of 12 firms, 12 answered this question.)

*The four most successful recruitment methods used by responding employers are:*

In-House Promotions or Transfers	Many	(58%)
Newspaper Ads	Almost All	(83%)
Walk-In Applicants	Some	(25%)
Internet	Some	(25%)

## SIZE OF OCCUPATION

**SIZE OF OCCUPATION: MEDIUM** (60 to 70)

**GENDER:** Female employees 98%  
Male employees 2%

## WHERE THE JOBS ARE (in survey area)

*Major employing industries:*

Elementary and secondary schools, state and local government.

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Summer 2002

# LIBRARY ASSISTANTS and BOOKMOBILE DRIVERS

**OES CODE: 539020**

**12 Firms Responding – 82 Employees Represented**

## **WAGES and BENEFITS** (May-August 2002) (Hourly wages)

Wages (Non-Union, Union and Union Undetermined)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$8.20-12.50	\$9.76
New Hires, Experienced	\$8.17-12.88	\$10.06
Experienced, 3 Years w/Firm	\$9.43-14.91	\$11.08

(**Almost all** [92%] responding employers employ union workers in this occupation.)

## **TIME BASE/HOURS WORKED**

Full Time, avg 40 hrs/wk	Some	(22%)
Part Time, avg 20 hrs/wk	Many	(49%)
Temporary/On Call, avg 10 hrs/wk	Some	(29%)
Seasonal, avg 0 hrs/wk	None	(0%)

## **SHIFTS**

(Out of 12 firms, 12 answered this question.)

*Responding employers report the following shifts are available for this occupation:*

Day	All	(100%)
Swing	Few	(8%)
Graveyard	None	(0%)
Other Shifts	Few	(17%)

## **BENEFITS**

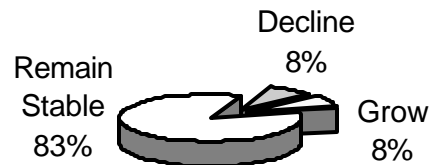
	<u>Employer Pays All</u>		<u>Share Cost</u>		<u>Employee Pays All</u>	
	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>
Medical	8%	0%	50%	50%	0%	0%
Dental	8%	0%	50%	50%	0%	0%
Vision	8%	0%	50%	50%	0%	0%
Life	17%	0%	8%	25%	8%	0%
Sick	50%	8%	8%	42%	0%	0%
Vacation	50%	8%	8%	42%	0%	0%
Retirement	17%	0%	42%	25%	0%	0%
Child Care	0%	0%	0%	8%	8%	8%

A **few** (17%) of responding employers offer a 401 K.

## **PROJECTIONS**

Growth Rate, 1999-2006:  
16.7%, Average

*Responding employers expect this occupation's employment over the next 24 months to:*



## **OTHER INFORMATION**

### **PROMOTIONAL OPPORTUNITIES**

(Out of 12 firms, 12 firms responded)

**Many** (42%) of responding employers promote employees to: Library assistant II, III; library tech; senior library assistant; librarian; library media technician II, III.

For additional information about this occupation, refer to the Occupational Outlook Handbook, page 190 and 404; and the California Occupational Guides, No. 417. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

Standard Occupational Classification Code: 25-4031

## **CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)**

*The following providers are listed in the Local Training Providers Section of this report, beginning on page 169:*

Columbia College



# LICENSED VOCATIONAL NURSES

OES CODE: 325050

15 Firms Responding – 94 Employees Represented

## **DESCRIPTION OF OCCUPATION**

Licensed Vocational Nurses care for ill, injured, convalescent, and handicapped persons in hospitals, clinics, private homes, sanitariums, and similar institutions.

## **EMPLOYER REQUIREMENTS**

### **EDUCATION**

Less than High School Diploma	None	(0%)
High School Diploma or Equivalent	Many	(47%)
Associate Degree (2 Year)	Many	(47%)
Bachelor Degree (4 Year)	None	(0%)
Graduate Study	Few	(6%)

### **TRAINING/EXPERIENCE**

	Yes	No	Preferred	No Response
Work Experience Required	40%	13%	47%	0%
Other Occupational Experience Accepted	33%	54%		13%
Training in Lieu Of Experience Accepted	40%	47%		13%
Technical/Vocational Training Required	93%	0%	7%	0%

## **SKILLS, LICENSES and OTHER REQUIREMENTS**

*Skills needed for job entry:*

**BASIC:** Basic math and oral communication skills. Ability to read and follow instructions and write legibly.

**TECHNICAL:** Record keeping, blood drawing, and inhalation therapy skills. Ability to detect complications in patients, write effectively, follow laboratory procedures, take vital signs, administer injections, provide personal services to patients and apply transferring techniques moving patients. Knowledge of medical terminology and an understanding of asepsis.

**PHYSICAL:** None listed.

**PERSONAL or OTHER:** Ability to work independently, handle crisis situations and possess a willingness to work with close supervision.

### **License or certification:**

LVN license.

## **COMPUTER SOFTWARE SKILLS**

*The following number of responding employers reported they seek applicants with:*

Word Processing	3	Spreadsheet	0
Database	1	Desktop Publishing	0

## **SUPPLY and DEMAND**

*Responding employers reported the following difficulty finding fully qualified applicants:*

Experienced:	Very difficult
Inexperienced:	Moderately difficult

## **TURNOVER**

*Responding employers reported a total of 14 persons hired in this occupation during the last 12 months to fill the following vacancies:*

New Positions (Growth)	Most	(64%)
Employees Leaving	Some	(36%)
Promotions	None	(0%)
Temporary	None	(0%)

## **RECRUITMENT METHODS**

(Out of 15 firms, 15 answered this question.)

*The three most successful recruitment methods used by responding employers are:*

Employee Referrals	Many	(53%)
Newspaper Ads	Almost All	(80%)
Walk-In Applicants	Many	(40%)

## **SIZE OF OCCUPATION**

**SIZE OF OCCUPATION:** LARGE (180 to 200)

<b><u>GENDER:</u></b> Female employees	93%
Male employees	7%

## **WHERE THE JOBS ARE** (in survey area)

*Major employing industries:*

Offices & clinics of medical doctors, offices of health practitioners, skilled nursing care facilities, general medical & surgical hospitals, home health care services.

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Summer 2002

# LICENSED VOCATIONAL NURSES

OES CODE: 325050

15 Firms Responding – 94 Employees Represented

## **WAGES and BENEFITS** (May-August 2002) (Hourly wages)

Wages (Non-Union, and Union Undetermined)

	Range	Median
New Hires, No Experience	\$10.00-18.00	\$14.17
New Hires, Experienced	\$10.00-18.50	\$13.29
Experienced, 3 Years w/Firm	\$12.00-21.10	\$15.25

Wages (Union)

	Range	Median
New Hires, No Experience	Information not available	
New Hires, Experienced	\$12.18-16.13	\$13.00
Experienced, 3 Years w/Firm	\$13.39-17.63	\$13.80

(**Some** [20%] responding employers employ union workers in this occupation. **Some** [20%] responding employers offer a bonus in addition to wages.)

## **TIME BASE/HOURS WORKED**

Full Time, avg 38 hrs/wk	Most	(68%)
Part Time, avg 21 hrs/wk	Some	(20%)
Temporary/On Call, avg 12 hrs/wk	Few	(12%)
Seasonal, avg 0 hrs/wk	None	(0%)

## **SHIFTS**

(Out of 15 firms, 15 answered this question.)

Responding employers report the following shifts are available for this occupation:

Day	All	(100%)
Swing	Many	(53%)
Graveyard	Many	(47%)
Other Shifts	None	(0%)

## **BENEFITS**

	Employer Pays All		Share Cost		Employee Pays All	
	F/T	P/T	F/T	P/T	F/T	P/T
Medical	60%	13%	33%	20%	0%	0%
Dental	53%	13%	27%	20%	0%	0%
Vision	33%	13%	33%	13%	7%	0%
Life	40%	13%	13%	7%	7%	0%
Sick	87%	33%	7%	0%	0%	0%
Vacation	87%	33%	7%	0%	0%	0%
Retirement	40%	20%	7%	13%	13%	7%
Child Care	0%	0%	13%	7%	7%	7%

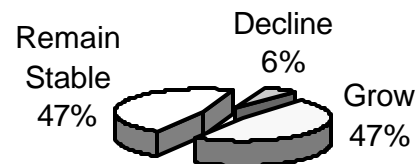
Many (40%) of responding employers offer a 401 K.

## **PROJECTIONS**

Growth Rate, 1999-2006:

11.1%, Slower than average

Responding employers expect this occupation's employment over the next 24 months to:



## **OTHER INFORMATION**

### **PROMOTIONAL OPPORTUNITIES**

(Out of 15 firms, 15 firms responded)

**Most** (60%) of responding employers promote employees to: LVN II, RN, DSD (Educator), LVN-charge nurse, director of staff development, MDS coordinator, office nurse, supervisor.

For additional information about this occupation, refer to the Occupational Outlook Handbook, page 287; the California Occupational Guides, No. 313; and the California Professional & Business License Handbook, 1999, page 96. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

Standard Occupational Classification Code: 29-2061

## **CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)**

The following providers are listed in the Local Training Providers Section of this report, beginning on page 169:

No specific training programs available for this occupation in survey area.

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Summer 2002

# MAIDS and HOUSEKEEPING CLEANERS

OES CODE: 670020

20 Firms Responding - 242 Employees Represented

## DESCRIPTION OF OCCUPATION

Maids and Housekeeping Cleaners perform any combination of tasks to maintain rooms in commercial establishments, such as hotels, restaurants, and hospitals, in a clean and orderly condition. Their duties include making beds, replenishing linens, cleaning rooms and halls, and arranging furniture.

## EMPLOYER REQUIREMENTS

### EDUCATION

Less than High School Diploma	Almost All	(90%)
High School Diploma or Equivalent	Few	(10%)
Associate Degree (2 Year)	None	(0%)
Bachelor Degree (4 Year)	None	(0%)
Graduate Study	None	(0%)

### TRAINING/EXPERIENCE

	Yes	No	Preferred	No Response
Work Experience Required	0%	10%	90%	0%
Other Occupational Experience Accepted	75%	15%		10%
Training in Lieu Of Experience Accepted	80%	10%		10%
Technical/Vocational Training Required	0%	95%	5%	0%

## SKILLS, LICENSES and OTHER REQUIREMENTS

*Skills needed for job entry:*

**BASIC:** Oral communication skills. Ability to read and follow instructions, follow oral instructions and write legibly.

**TECHNICAL:** Ability to operate commercial vacuum cleaners and commercial laundry machines. Possess an understanding of cleaning compounds and solutions.

**PHYSICAL:** Ability to stand for prolonged periods.

**PERSONAL or OTHER:** Ability to work independently. Possess a reliable vehicle and a willingness to work with close supervision.

### License or certification:

No license or other certification needed.

## COMPUTER SOFTWARE SKILLS

*The following number of responding employers reported they seek applicants with:*

Word Processing	2	Spreadsheet	1
Database	0	Desktop Publishing	0

## SUPPLY and DEMAND

*Responding employers reported the following difficulty finding fully qualified applicants:*

Experienced:	Not Difficult
Inexperienced:	Moderately Difficult

## TURNOVER

*Responding employers reported a total of 181 persons hired in this occupation during the last 12 months to fill the following vacancies.*

New Positions (Growth)	Few	(3%)
Employees Leaving	Some	(39%)
Promotions	Few	(8%)
Temporary	Many	(51%)

## RECRUITMENT METHODS

(Out of 20 firms, 20 answered this question.)

*The three most successful recruitment methods used by responding employers are:*

Employee Referrals	Most	(70%)
Newspaper Ads	Almost All	(80%)
Walk-In Applicants	Almost All	(80%)

## SIZE OF OCCUPATION

**SIZE OF OCCUPATION: VERY LARGE** (740 to 860)

<b>GENDER:</b>	Female employees	(69%)
	Male employees	(31%)

## WHERE THE JOBS ARE (in survey area)

*Major employing industries:*

Hotels and motels, amusement and recreation services, nursing and personal care services, residential care services.

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODGE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Summer 2002

# MAIDS and HOUSEKEEPING CLEANERS

OES CODE: 670020

20 Firms Responding - 242 Employees Represented

## **WAGES and BENEFITS** (June/August 2002) (Hourly wages)

Wages (Union, Non-Union, and Union Undetermined)

	Range	Median
New Hires, No Experience	\$6.75-8.00	\$6.75
New Hires, Experienced	\$6.75-8.50	\$7.10
Experienced, 3 Years w/Firm	\$7.00-9.00	\$8.00

(None [0%] of the responding employers employ union workers in this occupation.)

## **TIME BASE/HOURS WORKED**

Full Time, avg 37 hrs/wk	Some	(37%)
Part Time, avg 22 hrs/wk	Some	(27%)
Temporary/On Call, avg 19 hrs/wk	Few	(4%)
Seasonal, avg 37 hrs/wk	Some	(32%)

## **SHIFTS**

(Out of 20 firms, 20 answered this question.)

Responding employers report the following shifts are available for this occupation:

Day	All	(100%)
Swing	Few	(10%)
Graveyard	Few	(5%)
Other Shifts	Few	(10%)

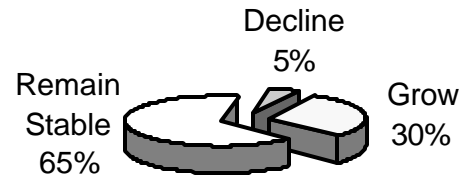
## **BENEFITS**

	Employer Pays All		Share Cost		Employee Pays All	
	F/T	P/T	F/T	P/T	F/T	P/T
Medical	11%	0%	21%	5%	0%	0%
Dental	0%	0%	16%	0%	5%	0%
Vision	0%	0%	11%	0%	5%	0%
Life	11%	0%	0%	0%	0%	0%
Sick	21%	0%	0%	0%	0%	0%
Vacation	37%	11%	5%	0%	0%	0%
Retirement	0%	0%	0%	0%	0%	0%
Child Care	5%	0%	0%	0%	0%	0%

## **PROJECTIONS**

Growth Rate, 1999-2006:  
16.2%, Average

Responding employers expect this occupation's employment over the next 24 months to:



## **OTHER INFORMATION**

### **PROMOTIONAL OPPORTUNITIES**

(Out of 20 firms, 20 firms responded)

**Almost All** (80%) of responding employers may promote employees to:

Head housekeeper, front desk clerk, supervisor, quality assurance, manager, cashier, front office, night audit, desk staff, housekeeping supervisor, executive housekeeper, desk clerk, customer service representative, cook, collections, facilities manager.

For additional information about this occupation, refer to the Occupational Outlook Handbook, page 300, and the California Occupational Guides, No 551. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

Standard Occupational Classification Code: 37-2012

## **CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)**

The following providers are listed in the Local Training Providers Section of this report, beginning on page 169:

No specific training programs available for this occupation in survey area.

# MAINTENANCE REPAIRERS – GENERAL UTILITY

OES CODE: 851320

23 Firms Responding – 75 Employees Represented

## DESCRIPTION OF OCCUPATION

General Utility Maintenance Repairers perform work involving two or more maintenance skills to keep the machines, mechanical equipment, and/or structure of an establishment in repair. This occupation is generally found in a small establishment where specialization in maintenance work is impractical. Their duties may involve pipefitting, boilermaking, insulating, welding, machining, machine and equipment repairing, carpentry, and electrical work, as well as planning and laying out of work relating to repairs; repairing electrical and/or mechanical equipment; installing, aligning and balancing new equipment; and repairing buildings, floors, or stairs.

## EMPLOYER REQUIREMENTS

### EDUCATION

Less than High School Diploma	Few	(13%)
High School Diploma or Equivalent	Almost All	(87%)
Associate Degree (2 Year)	None	(0%)
Bachelor Degree (4 Year)	None	(0%)
Graduate Study	None	(0%)

### TRAINING/EXPERIENCE

	Yes	No	Preferred	No Response
Work Experience Required	70%	9%	22%	0%
Other Occupational Experience Accepted	44%	43%		13%
Training in Lieu Of Experience Accepted	52%	39%		9%
Technical/Vocational Training Required	0%	57%	43%	0%

## SKILLS, LICENSES and OTHER REQUIREMENTS

*Skills needed for job entry:*

**BASIC:** Basic math and oral communication skills. Ability to read and follow instructions and write legibly.

**TECHNICAL:** Record keeping, carpentry, painting, plumbing and electrical repair skills. Ability to do cement work, operate power hand tools, and repair and install heating/airconditioning systems.

**PHYSICAL:** Ability to lift at least 50 lbs. repeatedly.

**PERSONAL or OTHER:** Ability to work independently, and possess a willingness to work with close supervision.

### License or certification:

No license or certification needed.

## COMPUTER SOFTWARE SKILLS

*The following number of responding employers reported they seek applicants with:*

Word Processing	2	Spreadsheet	1
Database	1	Desktop Publishing	0

## SUPPLY and DEMAND

*Responding employers reported the following difficulty finding fully qualified applicants:*

Experienced:	Moderately difficult
Inexperienced:	Not difficult

## TURNOVER

*Responding employers reported a total of 23 persons hired in this occupation during the last 12 months to fill the following vacancies:*

New Positions (Growth)	None	(0%)
Employees Leaving	Most	(65%)
Promotions	Few	(9%)
Temporary	Some	(26%)

## RECRUITMENT METHODS

(Out of 23 firms, 23 answered this question.)

*The four most successful recruitment methods used by responding employers are:*

Employee Referrals	Many	(52%)
Newspaper Ads	Almost All	(87%)
Walk-In Applicants	Many	(48%)
In-House Promotion or Transfer	Many	(48%)

## SIZE OF OCCUPATION

**SIZE OF OCCUPATION: VERY LARGE** (510 to 570)

<b>GENDER:</b>	Female employees	3%
	Male employees	97%

## WHERE THE JOBS ARE (in survey area)

*Major employing industries:*

Sawmills and planing mills, hotels and motels, public golf courses, membership sports and recreation clubs, amusement and recreation services, skilled nursing care facilities, residential care services, local government.

# MAINTENANCE REPAIRERS – GENERAL UTILITY

**OES CODE: 851320**

**23 Firms Responding – 75 Employees Represented**

## **WAGES and BENEFITS** (May-August 2002) (Hourly wages)

Wages (Non-Union, and Union Undetermined)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$8.00-11.00	\$9.31
New Hires, Experienced	\$7.50-12.50	\$9.50
Experienced, 3 Years w/Firm	\$8.00-18.00	\$11.75

Wages (Union)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$10.85-12.42	\$11.24
New Hires, Experienced	\$12.46-19.01	\$12.50
Experienced, 3 Years w/Firm	\$12.49-19.01	\$13.71

(**Some** [22%] responding employers employ union workers in this occupation. A **few** [4%] responding employers offer a bonus in addition to wages.)

## **TIME BASE/HOURS WORKED**

Full Time, avg 39 hrs/wk	Almost All	(86%)
Part Time, avg 22 hrs/wk	Few	(8%)
Temporary/On Call, avg 15 hrs/wk	Few	(1%)
Seasonal, avg 25 hrs/wk	Few	(5%)

## **SHIFTS**

(Out of 23 firms, 23 answered this question.)

Responding employers report the following shifts are available for this occupation:

Day	All	(100%)
Swing	Some	(30%)
Graveyard	Few	(9%)
Other Shifts	Few	(13%)

## **BENEFITS**

	<u>Employer Pays All</u>		<u>Share Cost</u>		<u>Employee Pays All</u>	
	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>
Medical	35%	4%	30%	9%	0%	0%
Dental	30%	4%	26%	4%	0%	4%
Vision	22%	4%	26%	4%	0%	4%
Life	26%	0%	9%	0%	0%	0%
Sick	43%	4%	0%	0%	0%	0%
Vacation	70%	13%	9%	0%	0%	0%
Retirement	4%	0%	4%	0%	0%	0%
Child Care	4%	0%	4%	0%	0%	0%

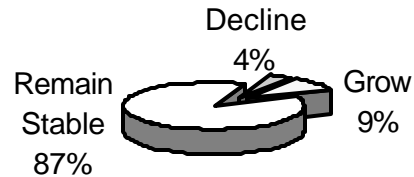
**Some** (26%) of responding employers offer a 401 K.

## **PROJECTIONS**

Growth Rate, 1999-2006:

11.8%, Slower than average

Responding employers expect this occupation's employment over the next 24 months to:



## **OTHER INFORMATION**

### **PROMOTIONAL OPPORTUNITIES**

(Out of 23 firms, 23 firms responded)

**Some** (35%) of responding employers promote employees to: Director of maintenance/safety, operations, transportation; supervisor; manager; building maintenance II, III; maintenance supervisor; counselor; district supervisor; millwright supervisor; housekeeping supervisor.

For additional information about this occupation, refer to the Occupational Outlook Handbook, page 506; and the California Occupational Guides, No. 560. For California labor market and occupational information on the Internet:

<http://www.calmis.ca.gov>

Standard Occupational Classification Code: 49-9042

## **CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)**

The following providers are listed in the Local Training Providers Section of this report, beginning on page 169:

No specific training programs available for this occupation in survey area.

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

**MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties**

**Summer 2002**

# MEDICAL ASSISTANTS

OES CODE: 660050

16 Firms Responding – 43 Employees Represented

## **DESCRIPTION OF OCCUPATION**

Medical Assistants perform various duties under the direction of physicians in the examination and treatment of patients. They prepare treatment room, inventory supplies and instruments, and set up patients for attention of physician, handing instruments and materials to physician as directed. They may schedule appointments, keep medical records, or perform other clerical duties.

## **EMPLOYER REQUIREMENTS**

### **EDUCATION**

Less than High School Diploma	None	(0%)
High School Diploma or Equivalent	All	(100%)
Associate Degree (2 Year)	None	(0%)
Bachelor Degree (4 Year)	None	(0%)
Graduate Study	None	(0%)

### **TRAINING/EXPERIENCE**

	<u>Yes</u>	<u>No</u>	<u>Preferred</u>	<u>No Response</u>
Work Experience Required	25%	31%	44%	0%
Other Occupational Experience Accepted	19%	50%		31%
Training in Lieu Of Experience Accepted	44%	25%		31%
Technical/Vocational Training Required	31%	31%	38%	0%

### **SKILLS, LICENSES and OTHER REQUIREMENTS**

*Skills needed for job entry:*

**BASIC:** Basic math and oral communication skills. Ability to read and follow instructions and write legibly.

**TECHNICAL:** Telephone answering skills. Ability to apply sterilization techniques, administer injections, administer an electro-cardiograph (EKG) test, complete and explain medical insurance forms, and write effectively. Possess a Medical Assistant Certificate, knowledge of medical terminology, and an understanding of inventory techniques.

**PHYSICAL:** None listed.

**PERSONAL or OTHER:** Ability to work independently, and handle crisis situations.

### **License or certification:**

No license or certification needed.

### **COMPUTER SOFTWARE SKILLS**

*The following number of responding employers reported they seek applicants with:*

Word Processing	4	Spreadsheet	0
Database	0	Desktop Publishing	0

### **SUPPLY and DEMAND**

*Responding employers reported the following difficulty finding fully qualified applicants:*

Experienced:	Moderately difficult
Inexperienced:	Moderately difficult

### **TURNOVER**

*Responding employers reported a total of 6 persons hired in this occupation during the last 12 months to fill the following vacancies:*

New Positions (Growth)	Some	(33%)
Employees Leaving	Most	(67%)
Promotions	None	(0%)
Temporary	None	(0%)

### **RECRUITMENT METHODS**

*(Out of 16 firms, 16 answered this question.)*

*The three most successful recruitment methods used by responding employers are:*

Employee Referrals	Many	(44%)
Newspaper Ads	Most	(69%)
Word of Mouth	Some	(38%)

### **SIZE OF OCCUPATION**

**SIZE OF OCCUPATION: MEDIUM** (60 to 90)

<b><u>GENDER:</u></b>	Female employees	100%
	Male employees	0%

### **WHERE THE JOBS ARE** (in survey area)

*Major employing industries:*

Offices and clinics of medical doctors, chiropractors, optometrists; offices of osteopathic physicians and health practitioners.

# MEDICAL ASSISTANTS

**OES CODE: 660050**

**16 Firms Responding – 43 Employees Represented**

## **WAGES and BENEFITS** (May-August 2002) (Hourly wages)

Wages (Non-Union, and Union Undetermined)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$7.00-11.00	\$8.00
New Hires, Experienced	\$7.00-12.00	\$9.00
Experienced, 3 Years w/Firm	\$8.00-13.00	\$10.50

(None [0%] of responding employers employ union workers in this occupation. A few [13%] responding employers offer a bonus in addition to wages.)

## **TIME BASE/HOURS WORKED**

Full Time, avg 38 hrs/wk	Many	(53%)
Part Time, avg 25 hrs/wk	Many	(47%)
Temporary/On Call, avg 0 hrs/wk	None	(0%)
Seasonal, avg 0 hrs/wk	None	(0%)

## **SHIFTS**

(Out of 16 firms, 16 answered this question.)

Responding employers report the following shifts are available for this occupation:

Day	All	(100%)
Swing	None	(0%)
Graveyard	None	(0%)
Other Shifts	None	(0%)

## **BENEFITS**

	<u>Employer Pays All</u>		<u>Share Cost</u>		<u>Employee Pays All</u>	
	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>
Medical	13%	6%	25%	13%	0%	6%
Dental	6%	0%	19%	6%	0%	0%
Vision	0%	0%	0%	6%	0%	0%
Life	0%	0%	0%	0%	0%	13%
Sick	44%	19%	0%	0%	0%	0%
Vacation	56%	19%	0%	0%	0%	0%
Retirement	31%	13%	0%	0%	0%	0%
Child Care	0%	0%	0%	0%	0%	0%

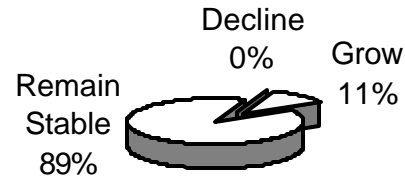
Some (25%) of responding employers offer a 401 K.

## **PROJECTIONS**

Growth Rate, 1999-2006:

50.0%, Much faster than average

Responding employers expect this occupation's employment over the next 24 months to:



## **OTHER INFORMATION**

### **PROMOTIONAL OPPORTUNITIES**

(Out of 16 firms, 16 firms responded)

Some (35%) of responding employers promote employees to: Office manager, insurance biller, back office supervisor, optical services manager, manager of contacts.

For additional information about this occupation, refer to the Occupational Outlook Handbook, page 314; the California Occupational Guides, No. 513; and the California Professional & Business License Handbook, Sixth Edition 1999, page 72. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

Standard Occupational Classification Code: 31-9092

## **CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)**

The following providers are listed in the Local Training Providers Section of this report, beginning on page 169:

Columbia College  
Tuolumne ROP

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Summer 2002



# PRESCHOOL TEACHERS

OES CODE: 313030

16 Firms Responding – 117 Employees Represented

## DESCRIPTION OF OCCUPATION

Preschool Teachers instruct children (normally up to 5 years of age) in activities designed to promote social, physical, and intellectual growth needed for primary school in preschool, day care center, or other child development facility. May be required to hold State certification.

## EMPLOYER REQUIREMENTS

### EDUCATION

Less than High School Diploma	None	(0%)
High School Diploma or Equivalent	Almost All	(81%)
Associate Degree (2 Year)	Few	(13%)
Bachelor Degree (4 Year)	None	(0%)
Graduate Study	Few	(6%)

### TRAINING/EXPERIENCE

	<u>Yes</u>	<u>No</u>	<u>Preferred</u>	<u>No Response</u>
Work Experience Required	75%	0%	25%	0%
Other Occupational Experience Accepted	13%	88%		0%
Training in Lieu Of Experience Accepted	56%	44%		0%
Technical/Vocational Training Required	56%	38%	6%	0%

## SKILLS, LICENSES and OTHER REQUIREMENTS

*Skills needed for job entry:*

BASIC: Basic math skills. Ability to read and follow instructions and write legibly.

TECHNICAL: Supervisory, musical, oral reading, problem-solving, and classroom management skills. Ability to administer emergency first aid, apply principles of recreation and write effectively.

PHYSICAL: None listed.

PERSONAL or OTHER: Ability to work under pressure, exercise patience and work independently. Possess clean police record, an understanding of a variety of cultures and a willingness to work with close supervision.

### License or certification:

No license or certification needed.

## COMPUTER SOFTWARE SKILLS

*The following number of responding employers reported they seek applicants with:*

Word Processing	4	Spreadsheet	0
Database	2	Desktop Publishing	0

## SUPPLY and DEMAND

*Responding employers reported the following difficulty finding fully qualified applicants:*

Experienced:	Very difficult
Inexperienced:	Moderately difficult

## TURNOVER

*Responding employers reported a total of 35 persons hired in this occupation during the last 12 months to fill the following vacancies:*

New Positions (Growth)	Some	(20%)
Employees Leaving	Many	(51%)
Promotions	Few	(17%)
Temporary	Few	(11%)

## RECRUITMENT METHODS

(Out of 16 firms, 16 answered this question.)

*The four most successful recruitment methods used by responding employers are:*

Employee Referrals	Some	(38%)
Newspaper Ads	Most	(75%)
In-House Promotion or Transfer	Some	(31%)
Walk-In Applicants	Some	(31%)

## SIZE OF OCCUPATION

**SIZE OF OCCUPATION: MEDIUM** (80 to 110)

<b>GENDER:</b> Female employees	99%
Male employees	1%

## WHERE THE JOBS ARE (in survey area)

*Major employing industries:*

General medical & surgical hospitals, elementary and secondary schools, individual and family services, child day care services, social services, religious organizations.

# PRESCHOOL TEACHERS

OES CODE: 313030

16 Firms Responding – 117 Employees Represented

## **WAGES and BENEFITS** (May-August 2002) (Hourly wages)

Wages (Non-Union, and Union Undetermined)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$6.75-10.73	\$7.25
New Hires, Experienced	\$6.75-18.36	\$8.25
Experienced, 3 Years w/Firm	\$8.00-18.36	\$10.50

(A few [13%] of responding employers employ union workers in this occupation.)

## **TIME BASE/HOURS WORKED**

Full Time, avg 39 hrs/wk	Some	(30%)
Part Time, avg 24 hrs/wk	Many	(50%)
Temporary/On Call, avg 11 hrs/wk	Few	(3%)
Seasonal, avg 21 hrs/wk	Few	(16%)

## **SHIFTS**

(Out of 16 firms, 16 answered this question.)

Responding employers report the following shifts are available for this occupation:

Day	All	(100%)
Swing	None	(0%)
Graveyard	None	(0%)
Other Shifts	None	(0%)

## **BENEFITS**

	<u>Employer Pays All</u>		<u>Share Cost</u>		<u>Employee Pays All</u>	
	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>
Medical	25%	13%	13%	13%	0%	0%
Dental	19%	13%	13%	13%	0%	0%
Vision	13%	13%	6%	13%	0%	0%
Life	19%	6%	6%	13%	0%	0%
Sick	38%	38%	6%	0%	6%	6%
Vacation	44%	38%	0%	0%	6%	0%
Retirement	13%	6%	6%	0%	0%	0%
Child Care	19%	13%	6%	6%	6%	0%

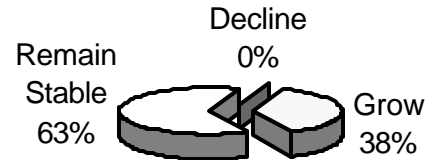
None (0%) of responding employers offer a 401 K.

## **PROJECTIONS**

Growth Rate, 1999-2006:

37.5%, Much faster than average

Responding employers expect this occupation's employment over the next 24 months to:



## **OTHER INFORMATION**

### **PROMOTIONAL OPPORTUNITIES**

(Out of 16 firms, 16 firms responded)

**Most** (69%) of responding employers promote employees to: Preschool program assistant, resource specialist, referral specialist, associate teacher, operations supervisor, lead center teacher, teacher, director, coordinator, manager, administrator, assistant director, Teacher II.

For additional information about this occupation, refer to the Occupational Outlook Handbook, page 200; and the California Occupational Guides, No. 275. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

Standard Occupational Classification Code: 25-2011

## **CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)**

The following providers are listed in the Local Training Providers Section of this report, beginning on page 169:

Columbia College

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODGE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Summer 2002

# TRAFFIC, SHIPPING, and RECEIVING CLERKS

**OES CODE: 580280**

**16 Firms Responding – 37 Employees Represented**

## **DESCRIPTION OF OCCUPATION**

Traffic, Shipping, and Receiving Clerks verify and keep records on incoming and outgoing shipments and prepare items for shipment. Duties include assembling, addressing, stamping, and shipping merchandise or material; receiving, unpacking, verifying, and recording incoming merchandise or material; and arranging for the transportation of products. Does not include Stock Clerks, and workers whose primary duties involve weighing and checking.

## **EMPLOYER REQUIREMENTS**

### **EDUCATION**

Less than High School Diploma	Few	(19%)
High School Diploma or Equivalent	Almost All	(81%)
Associate Degree (2 Year)	None	(0%)
Bachelor Degree (4 Year)	None	(0%)
Graduate Study	None	(0%)

### **TRAINING/EXPERIENCE**

	<u>Yes</u>	<u>No</u>	<u>Preferred</u>	<u>No Response</u>
Work Experience Required	38%	38%	25%	0%
Other Occupational Experience Accepted	50%	12%		38%
Training in Lieu Of Experience Accepted	43%	19%		38%
Technical/Vocational Training Required	6%	88%	6%	0%

## **SKILLS, LICENSES and OTHER REQUIREMENTS**

*Skills needed for job entry:*

**BASIC:** Basic math skills. Ability to read and follow instructions and write legibly.

**TECHNICAL:** Record keeping skills. Ability to write effectively, operate a fork lift, use the US & private parcel post service, and plan and organize the work of others. Possess an understanding of inventory techniques.

**PHYSICAL:** Ability to stand continuously 2 or more hours and lift at least 60 lbs. repeatedly.

**PERSONAL or OTHER:** Ability to work independently, and under pressure.

### **License or certification:**

No license or certification needed.

## **COMPUTER SOFTWARE SKILLS**

*The following number of responding employers reported they seek applicants with:*

Word Processing	5	Spreadsheet	2
Database	4	Desktop Publishing	0

## **SUPPLY and DEMAND**

*Responding employers reported the following difficulty finding fully qualified applicants:*

Experienced:	Moderately difficult
Inexperienced:	Moderately difficult

## **TURNOVER**

*Responding employers reported a total of 13 persons hired in this occupation during the last 12 months to fill the following vacancies:*

New Positions (Growth)	Few	(8%)
Employees Leaving	Some	(38%)
Promotions	Some	(38%)
Temporary	Few	(15%)

## **RECRUITMENT METHODS**

*(Out of 16 firms, 16 answered this question.)*

*The three most successful recruitment methods used by responding employers are:*

Employee Referrals	Many	(50%)
Newspaper Ads	Many	(56%)
In-House Promotion or Transfer	Many	(56%)

## **SIZE OF OCCUPATION**

**SIZE OF OCCUPATION: LARGE** (200 to 220)

<b><u>GENDER:</u></b> Female employees	59%
Male employees	41%

## **WHERE THE JOBS ARE** (in survey area)

*Major employing industries:*

Industrial sand, sawmills and planing mills, poultry slaughtering and processing, general industrial machinery, marking devices, lumber and other building material suppliers, department stores, grocery stores, hardware stores, state government.

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.  
MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties Summer 2002

# TRAFFIC, SHIPPING, and RECEIVING CLERKS

**OES CODE: 580280**

**16 Firms Responding – 37 Employees Represented**

## **WAGES and BENEFITS** (May-August 2002) (Hourly wages)

Wages (Non-Union, and Union Undetermined)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$6.75-10.00	\$8.00
New Hires, Experienced	\$7.00-11.00	\$8.00
Experienced, 3 Years w/Firm	\$7.40-12.10	\$10.00

Wages (Union)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	Insufficient data	
New Hires, Experienced	\$7.83-18.16	\$15.03
Experienced, 3 Years w/Firm	\$13.32-19.26	\$16.73

(**Some** [25%] of responding employers employ union workers in this occupation.)

## **TIME BASE/HOURS WORKED**

Full Time, avg 40 hrs/wk	Most	(70%)
Part Time, avg 21 hrs/wk	Some	(22%)
Temporary/On Call, avg 20 hrs/wk	Few	(5%)
Seasonal, avg 24 hrs/wk	Few	(3%)

## **SHIFTS**

(Out of 16 firms, 16 answered this question.)

*Responding employers report the following shifts are available for this occupation:*

Day	All	(100%)
Swing	None	(0%)
Graveyard	Few	(6%)
Other Shifts	None	(0%)

## **BENEFITS**

	<u>Employer Pays All</u>		<u>Share Cost</u>		<u>Employee Pays All</u>	
	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>
Medical	25%	19%	63%	0%	0%	0%
Dental	25%	13%	63%	0%	0%	0%
Vision	25%	13%	38%	0%	0%	0%
Life	31%	6%	38%	0%	6%	0%
Sick	69%	13%	0%	0%	0%	0%
Vacation	94%	19%	0%	0%	0%	0%
Retirement	44%	13%	25%	6%	0%	0%
Child Care	0%	0%	0%	0%	0%	0%

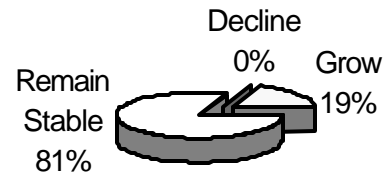
**Most** (75%) of responding employers offer a 401 K.

## **PROJECTIONS**

Growth Rate, 1999-2006:

10.0%, Slower than average

*Responding employers expect this occupation's employment over the next 24 months to:*



## **OTHER INFORMATION**

### **PROMOTIONAL OPPORTUNITIES**

(Out of 16 firms, 16 firms responded)

**Almost all** (94%) of responding employers promote employees to: Shipping supervisor, receiving manager, area manager, retail sales, contractor sales, grocery manager, store director, department manager, assistant manager, store manager, materials and stores supervisor II, production manager, plant manager, shift manager, general manager, production clerk, purchasing, management.

For additional information about this occupation, refer to the Occupational Outlook Handbook, page 414; and the California Occupational Guides, No. 63. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

Standard Occupational Classification Code: 43-5071

## **CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)**

*The following providers are listed in the Local Training Providers Section of this report, beginning on page 169:*

No specific training programs available for this occupation in survey area.

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

**MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties**

**Summer 2002**

# TRUCK DRIVERS – HEAVY or TRACTOR TRAILER

OES CODE: 971020

15 Firms Responding – 125 Employees Represented

## **DESCRIPTION OF OCCUPATION**

Heavy or Tractor Trailer Truck Drivers drive tractor-trailer combinations or trucks with a capacity of more than three tons to transport and deliver goods, livestock, or materials in liquid, loose or packaged form. They may be required to unload trucks.

## **COMPUTER SOFTWARE SKILLS**

The following number of responding employers reported they seek applicants with:

Word Processing	0	Spreadsheet	0
Database	0	Desktop Publishing	0

## **EMPLOYER REQUIREMENTS**

### **EDUCATION**

Less than High School Diploma	Many	(53%)
High School Diploma or Equivalent	Many	(47%)
Associate Degree (2 Year)	None	(0%)
Bachelor Degree (4 Year)	None	(0%)
Graduate Study	None	(0%)

### **TRAINING/EXPERIENCE**

	Yes	No	Preferred	No Response
Work Experience Required	80%	0%	20%	0%
Other Occupational Experience Accepted	20%	80%		0%
Training in Lieu Of Experience Accepted	33%	67%		0%
Technical/Vocational Training Required	33%	47%	20%	0%

## **SKILLS, LICENSES and OTHER REQUIREMENTS**

*Skills needed for job entry:*

**BASIC:** Basic math skills. Ability to read and follow instructions and write legibly.

**TECHNICAL:** Record keeping automotive maintenance and minor repair, and map reading skills. Ability to read invoices, drive trucks long distance, load and unload freight, and meet ICC requirements. Possess a valid Class A driver's license and a knowledge of local streets.

**PHYSICAL:** Ability to pass pre-employment medical exam and lift at least 75 lbs. repeatedly.

**PERSONAL or OTHER:** Ability to work independently. Possess good DMV driving record.

### **License or certification:**

Class A Driver's License.

## **SUPPLY and DEMAND**

Responding employers reported the following difficulty finding fully qualified applicants:

Experienced:	Moderately difficult
Inexperienced:	Very difficult

## **TURNOVER**

Responding employers reported a total of 44 persons hired in this occupation during the last 12 months to fill the following vacancies:

New Positions (Growth)	Few	(16%)
Employees Leaving	Some	(23%)
Promotions	None	(0%)
Temporary	Most	(61%)

## **RECRUITMENT METHODS**

(Out of 15 firms, 15 answered this question.)

The three most successful recruitment methods used by responding employers are:

Employee Referrals	Most	(73%)
Newspaper Ads	Many	(40%)
Walk-In Applicants	Most	(73%)

## **SIZE OF OCCUPATION**

**SIZE OF OCCUPATION: VERY LARGE** (310 to 360)

<b><u>GENDER:</u></b>	Female employees	2%
	Male employees	98%

## **WHERE THE JOBS ARE** (in survey area)

*Major employing industries:*

Logging; sawmills and planing mills; local trucking, w/o storage; trucking, except local; courier services, except by air; brick, stone and related materials; lumber and other building material supplies; liquefied petroleum gas dealers.

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Summer 2002

# TRUCK DRIVERS – HEAVY Or TRACTOR TRAILER

**OES CODE: 971020**

**15 Firms Responding – 125 Employees Represented**

## **WAGES and BENEFITS** (May-August 2002) (Hourly wages)

Wages (Union, Non-Union, and Union Undetermined)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$8.50-10.39	\$10.00
New Hires, Experienced	\$8.50-14.00	\$12.00
Experienced, 3 Years w/Firm	\$9.00-20.25	\$14.50

(**None** [0%] of responding employers employ union workers in this occupation. **Some** [20%] offer a bonus or commission in addition to wages.)

## **TIME BASE/HOURS WORKED**

Full Time, avg 43 hrs/wk	Some	(35%)
Part Time, avg 8 hrs/wk	Few	(1%)
Temporary/On Call, avg 16 hrs/wk	Few	(1%)
Seasonal, avg 45 hrs/wk	Most	(63%)

## **SHIFTS**

(Out of 15 firms, 15 answered this question.)

*Responding employers report the following shifts are available for this occupation:*

Day	Almost All	(87%)
Swing	Few	(13%)
Graveyard	Few	(7%)
Other Shifts	None	(0%)

## **BENEFITS**

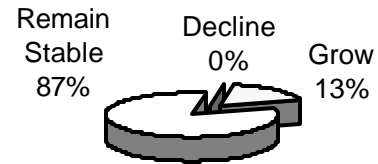
	<u>Employer Pays All</u>		<u>Share Cost</u>		<u>Employee Pays All</u>	
	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>
Medical	50%	0%	25%	0%	0%	0%
Dental	25%	0%	25%	0%	0%	0%
Vision	17%	0%	17%	0%	0%	0%
Life	42%	0%	8%	0%	0%	0%
Sick	25%	0%	0%	0%	0%	0%
Vacation	67%	0%	0%	0%	0%	0%
Retirement	17%	0%	0%	0%	0%	0%
Child Care	0%	0%	0%	0%	8%	0%

**Some** (27%) of responding employers offer a 401 K.

## **PROJECTIONS**

Growth Rate, 1999-2006:  
16.1%, Average

*Responding employers expect this occupation's employment over the next 24 months to:*



## **OTHER INFORMATION**

### **PROMOTIONAL OPPORTUNITIES**

(Out of 15 firms, 15 firms responded)

**Some** (20%) of responding employers promote employees to: Trucking supervisor, landing man, water truck operator, customer service center manager.

For additional information about this occupation, refer to the Occupational Outlook Handbook, page 576; and the California Occupational Guides, No. 255. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

Standard Occupational Classification Code: 53-3032

## **CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)**

*The following providers are listed in the Local Training Providers Section of this report, beginning on page 169:*

Mother Lode Truck Driving School

# VOCATIONAL and EDUCATIONAL COUNSELORS

OES CODE: 315140

9 Firms Responding – 42 Employees Represented

## **DESCRIPTION OF OCCUPATION**

Vocational and Educational counselors counsel individuals and provide group educational and vocational guidance services.

## **EMPLOYER REQUIREMENTS**

### **EDUCATION**

Less than High School Diploma	None	(0%)
High School Diploma or Equivalent	Many	(44%)
Associate Degree (2 Year)	None	(0%)
Bachelor Degree (4 Year)	Many	(44%)
Graduate Study	Few	(11%)

### **TRAINING/EXPERIENCE**

	<u>Yes</u>	<u>No</u>	<u>Preferred</u>	<u>No Response</u>
Work Experience Required	22%	0%	78%	0%
Other Occupational Experience Accepted	78%	22%		0%
Training in Lieu Of Experience Accepted	89%	11%		0%
Technical/Vocational Training Required	33%	56%	11%	0%

### **SKILLS, LICENSES and OTHER REQUIREMENTS**

*Skills needed for job entry:*

**BASIC:** Basic math skills. Ability to read and follow instructions and write legibly.

**TECHNICAL:** Record keeping, rehabilitation counseling, and family counseling skills. Ability to write effectively, conduct training programs, analyze labor market information, interview others for information, plan and organize the work of others, and apply vocational skills assessment tools/techniques. Possess knowledge of veterans services.

**PHYSICAL:** None listed.

**PERSONAL or OTHER:** Ability to work independently.

### **License or certification:**

No license or certification needed.

### **COMPUTER SOFTWARE SKILLS**

*The following number of responding employers reported they seek applicants with:*

Word Processing	7	Spreadsheet	4
Database	4	Desktop Publishing	2

### **SUPPLY and DEMAND**

*Responding employers reported the following difficulty finding fully qualified applicants:*

Experienced:	Moderately difficult
Inexperienced:	Not difficult

### **TURNOVER**

*Responding employers reported a total of 6 persons hired in this occupation during the last 12 months to fill the following vacancies:*

New Positions (Growth)	Few	(17%)
Employees Leaving	Most	(67%)
Promotions	Few	(17%)
Temporary	None	(0%)

### **RECRUITMENT METHODS**

(Out of 9 firms, 9 answered this question.)

*The four most successful recruitment methods used by responding employers are:*

Newspaper Ads	Most	(67%)
In-House Promotion or Transfer	Many	(44%)
Internet	Some	(33%)
Employee Referrals	Some	(33%)

### **SIZE OF OCCUPATION**

**SIZE OF OCCUPATION:** LARGE (120 to 150)

<b><u>GENDER:</u></b>	Female employees	86%
	Male employees	14%

### **WHERE THE JOBS ARE** (in survey area)

*Major employing industries:*

Elementary and secondary schools, job training and related services, business consulting, local government.

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODGE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Summer 2002

# VOCATIONAL and EDUCATIONAL COUNSELORS

**OES CODE: 315140**

**9 Firms Responding – 42 Employees Represented**

## **WAGES and BENEFITS** (May-August 2002) (Hourly wages)

Wages (Non-Union, and Union Undetermined)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	Insufficient data	
New Hires, Experienced	\$8.50-18.46	\$11.65
Experienced, 3 Years w/Firm	\$10.50-30.77	\$14.38

Wages (Union)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$12.18-38.40	\$27.71
New Hires, Experienced	\$13.12-38.50	\$34.62
Experienced, 3 Years w/Firm	\$14.14-42.79	\$40.03

(**Many** [56%] of responding employers employ union workers in this occupation.)

## **TIME BASE/HOURS WORKED**

Full Time, avg 38 hrs/wk	Most	(69%)
Part Time, avg 23 hrs/wk	Few	(19%)
Temporary/On Call, avg 6 hrs/wk	Few	(12%)
Seasonal, avg 0 hrs/wk	None	(0%)

## **SHIFTS**

(Out of 9 firms, 9 answered this question.)

*Responding employers report the following shifts are available for this occupation:*

Day	All	(100%)
Swing	None	(0%)
Graveyard	None	(0%)
Other Shifts	Some	(22%)

## **BENEFITS**

	<u>Employer Pays All</u>		<u>Share Cost</u>		<u>Employee Pays All</u>	
	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>
Medical	22%	0%	56%	11%	0%	0%
Dental	33%	0%	44%	11%	0%	0%
Vision	22%	0%	44%	11%	0%	0%
Life	22%	0%	33%	0%	0%	11%
Sick	78%	11%	0%	0%	0%	0%
Vacation	67%	0%	0%	0%	0%	0%
Retirement	33%	0%	33%	11%	0%	0%
Child Care	0%	0%	0%	0%	0%	0%

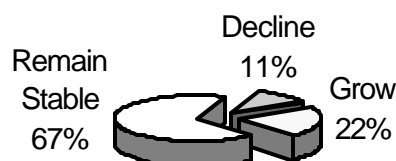
A **few** (11%) of responding employers offer a 401 K.

## **PROJECTIONS**

*Growth Rate, 1999-2006:*

25.0%, Faster than average

*Responding employers expect this occupation's employment over the next 24 months to:*



## **OTHER INFORMATION**

### **PROMOTIONAL OPPORTUNITIES**

(Out of 9 firms, 9 firms responded)

**Most** (67%) of responding employers promote employees to: Department chair, principal, superintendent, manager, vocational coordinator, director of services, dean of student services, vice president of student services, employment & training supervisor, program manager, staff services analyst.

For additional information about this occupation, refer to the Occupational Outlook Handbook, page 152; and the California Occupational Guides, No. 429. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

Standard Occupational Classification Code: 21-1012

## **CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)**

*The following providers are listed in the Local Training Providers Section of this report, beginning on page 169:*

No specific training programs available for this occupation in survey area.

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

**MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties**

**Summer 2002**



# VOCATIONAL EDUCATION and TRAINING TEACHERS and INSTRUCTORS

OES CODE: 313140

7 Firms Responding – 170 Employees Represented

## **DESCRIPTION OF OCCUPATION**

Vocational Education and Training Teachers and Instructors teach or instruct vocational and/or occupational subjects at the post-secondary level (but at less than a baccalaureate) to students who have graduated or left high school. They teach subjects such as business, secretarial science, data processing, trades, or practical nursing. Does not include correspondence school instructors; industrial, commercial or government training instructors; and instructors who prepare persons to operate industrial machinery and equipment and transportation and communications equipment. They may teach in public or private schools or in schools associated with organizations whose primary business is other than education.

## **EMPLOYER REQUIREMENTS**

### **EDUCATION**

Less than High School Diploma	None	(0%)
High School Diploma or Equivalent	Few	(14%)
Associate Degree (2 Year)	Many	(43%)
Bachelor Degree (4 Year)	Many	(43%)
Graduate Study	None	(0%)

### **TRAINING/EXPERIENCE**

	<u>Yes</u>	<u>No</u>	<u>Preferred</u>	<u>No Response</u>
Work Experience Required	43%	14%	43%	0%
Other Occupational Experience Accepted	14%	72%		14%
Training in Lieu Of Experience Accepted	72%	14%		14%
Technical/Vocational Training Required	86%	14%	0%	0%

## **SKILLS, LICENSES and OTHER REQUIREMENTS**

*Skills needed for job entry:*

BASIC: Ability to write legibly.

TECHNICAL: Ability to understand foreign accents, perform advanced mathematical computations, give oral instructions and write effectively. Possess knowledge of OSHA safety standards.

PHYSICAL: None listed.

PERSONAL OR OTHER: Ability to maintain classroom discipline, and work independently, under pressure, and evenings. Possess tactfulness.

### **License or certification:**

**Almost All** (86%) responding employers require certification or training in field of instruction.

## **COMPUTER SOFTWARE SKILLS**

*The following number of responding employers reported they seek applicants with:*

Word Processing	4	Spreadsheet	1
Database	1	Desktop Publishing	0

## **SUPPLY and DEMAND**

*Responding employers reported the following difficulty finding fully qualified applicants:*

Experienced:	Moderately difficult
Inexperienced:	Moderately difficult

## **TURNOVER**

*Responding employers reported a total of 10 persons hired in this occupation during the last 12 months to fill the following vacancies:*

New Positions (Growth)	Some	(30%)
Employees Leaving	Most	(70%)
Promotions	None	(0%)
Temporary	None	(0%)

## **RECRUITMENT METHODS**

(Out of 7 firms, 7 answered this question.)

*The three most successful recruitment methods used by responding employers are:*

Civil Service List	Some	(29%)
Newspaper Ads	Many	(57%)
In-House Promotion or Transfer	Many	(43%)

## **SIZE OF OCCUPATION**

**SIZE OF OCCUPATION: LARGE** (230 to 260)

<b>GENDER:</b>	Female employees	57%
	Male employees	43%

## **WHERE THE JOBS ARE** (in survey area)

*Major employing industries:*

Elementary and secondary schools, data processing schools, state government, junior colleges

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Summer 2002

# VOCATIONAL EDUCATION and TRAINING TEACHERS and INSTRUCTORS

**OES CODE: 313140**

**7 Firms Responding – 170 Employees Represented**

## **WAGES and BENEFITS** (May-August 2002) (Hourly wages)

Wages (Union, Non-Union, and Union Undetermined)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$10.00-51.28	\$25.44
New Hires, Experienced	\$10.00-64.10	\$22.11
Experienced, 3 Years w/Firm	\$20.00-70.51	\$29.45

(**Most** [71%] of responding employers employ union workers in this occupation.)

## **TIME BASE/HOURS WORKED**

Full Time, avg 40 hrs/wk	Most	(61%)
Part Time, avg 10 hrs/wk	Some	(39%)
Temporary/On Call, avg 0 hrs/wk	None	(0%)
Seasonal, avg 0 hrs/wk	None	(0%)

## **SHIFTS**

(Out of 7 firms, 7 answered this question.)

*Responding employers report the following shifts are available for this occupation:*

Day	All	(100%)
Swing	Few	(14%)
Graveyard	None	(0%)
Other Shifts	Few	(14%)

## **BENEFITS**

	<u>Employer Pays All</u>		<u>Share Cost</u>		<u>Employee Pays All</u>	
	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>
Medical	14%	0%	43%	29%	0%	0%
Dental	14%	0%	43%	29%	0%	0%
Vision	43%	0%	14%	29%	0%	0%
Life	14%	0%	14%	14%	0%	14%
Sick	71%	29%	0%	14%	0%	0%
Vacation	71%	0%	0%	14%	0%	0%
Retirement	14%	0%	14%	14%	14%	0%
Child Care	0%	0%	0%	0%	0%	0%

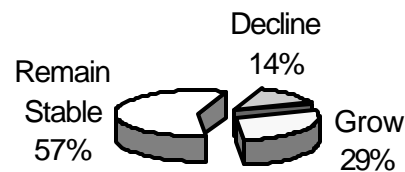
**Many** (43%) of responding employers offer a 401 K.

## **PROJECTIONS**

*Growth Rate, 1999-2006:*

13.0%, Slower than average

*Responding employers expect this occupation's employment over the next 24 months to:*



## **OTHER INFORMATION**

### **PROMOTIONAL OPPORTUNITIES**

(Out of 7 firms, 7 firms responded)

**Most** (71%) of responding employers promote employees to: Department chair, vocational instruction supervisor, supervisor of academic instruction, dean, vice-president.

For additional information about this occupation, refer to the Occupational Outlook Handbook, page 197; and the California Occupational Guides, No. 404. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

Standard Occupational Classification Code: 25-1194

## **CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)**

*The following providers are listed in the Local Training Providers Section of this report, beginning on page 169:*

No specific training programs available for this occupation in survey area.

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

**MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties**

**Summer 2002**

# 2001 Occupational Summaries

The twenty-two occupational summaries listed below appear in this section. Data for these occupations were collected the spring and summer of 2001.

The occupations studied were selected by MLJT and community members from each county to determine if the occupation

- . Had a substantial employment base in the survey area
- . Had a substantial number of projected job openings
- . Had a substantial potential for earning capacity
- . Met a local need

Changing economic conditions after each year's survey period could alter the results presented in these summaries.

## 2001 Occupations Surveyed

Automotive Body and Related Repairers  
Bakers-Bread and Pastry  
Bookkeeping, Accounting, and Auditing Clerks, Including Bookkeepers  
Bus Drivers -- School  
Child Care Workers  
Computer Support Specialists  
Highway Maintenance Workers  
Hotel Desk Clerks  
Human Service Workers  
Instructional Aides  
Laborers, Landscaping, and Groundskeeping  
Machinists  
Nurse Aides  
Pharmacy Aides  
Pharmacy Technicians  
Receptionists and Information Clerks  
Registered Nurses  
Salespersons -- Retail (Except Vehicle Sales)  
Teachers -- Special Education  
Tellers  
Truck Drivers, Light -- Include Delivery and Route Workers  
Welders and Cutters

# AUTOMOTIVE BODY AND RELATED REPAIRERS

**OES CODE: 853050**

**13 Firms Responding-- 50 Employees Represented**

## **DESCRIPTION OF OCCUPATION**

Automotive Body and Related Repairers repair, repaint, and refinish automotive vehicle bodies, straighten vehicle frames, and replace damaged vehicle glass.

## **EMPLOYER REQUIREMENTS**

### **EDUCATION**

Less than High School Diploma	Few	(15%)
High School Diploma or Equivalent	Almost All	(85%)
Associate Degree (2 Year)	None	(0%)
Bachelor Degree (4 Year)	None	(0%)
Graduate Study	None	(0%)

### **TRAINING/EXPERIENCE**

	<u>Yes</u>	<u>No</u>	<u>Preferred</u>	<u>No Response</u>
Work Experience Required	62%	0%	38%	0%
Other Occupational Experience Accepted	8%	77%		15%
Training in Lieu Of Experience Accepted	62%	38%		0%
Technical/Vocational Training Required	15%	46%	38%	0%

## **SKILLS, LICENSES and OTHER REQUIREMENTS**

*Skills needed for job entry:*

Skills: Inspect and evaluate quality of products; repair machines or systems using needed tools, install equipment, machines, wiring, or programs; determine kind of tools and equipment needed to do job; know how to find information and identify essential information; find ways to structure or classify multiple pieces of information

Knowledge: Uses, designs, benefits, repair and maintenance of machines and tools

Abilities: Make quick coordinated movements of hands and/or arms; follow oral instructions; follow rules to arrange things or actions in a certain order; imagine how something will look after it is moved or rearranged; coordinate movements of two or more limbs together while sitting, standing, or lying down

### **License or certification:**

No license or other certification needed.

## **COMPUTER SOFTWARE SKILLS**

*The following number of responding employers reported they seek applicants with:*

Word Processing	0	Spreadsheet	2
Database	0	Desktop Publishing	0

## **SUPPLY and DEMAND**

*Responding employers reported the following difficulty finding fully qualified applicants:*

Experienced:	Very Difficult
Inexperienced:	Very Difficult

## **TURNOVER**

*Responding employers reported a total of 16 persons hired in this occupation during the last 12 months to fill the following vacancies.*

New Positions (Growth)	Some	(25%)
Employees Leaving	Most	(75%)
Promotions	None	(0%)
Temporary	None	(0%)

## **RECRUITMENT METHODS**

(Out of 13 firms, 13 answered this question.)

*The three most successful recruitment methods used by responding employers are:*

Employee Referrals	Some	(38%)
Newspaper Ads	Many	(46%)
Walk-In Applicants	Almost All	(85%)

## **SIZE OF OCCUPATION**

**SIZE OF OCCUPATION:** Small (40 to 50)

**GENDER:** Female employees 2 (4%)  
Male employees 48 (96%)

## **WHERE THE JOBS ARE** (in survey area)

*Major employing industries:*

Motor vehicle dealers (new and used), top and body repair and paint shops, general auto repair shops

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

**MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties**

**Spring/Summer 2001**

# AUTOMOTIVE BODY AND RELATED REPAIRERS

**OES CODE: 853050**

**13 Firms Responding -- 50 Employees Represented**

## **WAGES and BENEFITS** (June/August 2001) (Hourly wages)

Wages (Non-Union, and Union Undetermined)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$ 7.00-18.00	\$ 8.00
New Hires, Experienced	\$ 8.00-18.00	\$12.00
Experienced, 3 Years w/Firm	\$15.00-24.00	\$18.50

(None [0%] of the responding employers employ union workers in this occupation. A **few** [8%] responding employers offer a commission in addition to wages.)

## **TIME BASE/HOURS WORKED**

Full Time, avg 40 hrs/wk	Almost all	(94%)
Part Time, avg 22 hrs/wk	Few	(6%)
Temporary/On Call, avg 0 hrs/wk	None	(0%)
Seasonal, avg 0 hrs/wk	None	(0%)

## **SHIFTS**

(Out of 13 firms, 13 answered this question.)

Responding employers report the following shifts are available for this occupation:

Day	All	(100%)
Swing	None	(0%)
Graveyard	None	(0%)
Other Shifts	None	(0%)

## **BENEFITS**

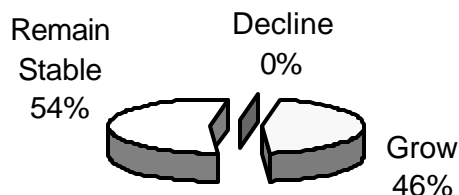
	<u>Employer Pays All</u>		<u>Share Cost</u>		<u>Employee Pays All</u>	
	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>
Medical	46%	8%	0%	0%	0%	0%
Dental	8%	0%	0%	0%	0%	0%
Vision	8%	0%	0%	0%	0%	0%
Life	0%	0%	0%	0%	0%	0%
Sick	31%	8%	0%	0%	0%	0%
Vacation	85%	15%	0%	0%	0%	0%
Retirement	15%	0%	8%	0%	0%	0%
Child Care	0%	0%	0%	0%	0%	0%

## **PROJECTIONS**

Growth Rate, 1997-2004:

25.0%, Faster than average

Responding employers expect this occupation's employment over the next 24 months to:



## **OTHER INFORMATION**

### **PROMOTIONAL OPPORTUNITIES**

(Out of 13 firms, 13 firms responded)

**Some** (38%) of responding employers may promote employees to:

Head repairman, head painter, manager, paint prepper, bodyman, journeyman, shop foreman, estimator, or management.

For additional information about this occupation, refer to the Occupational Outlook Handbook, page 380, and the California Occupational Guides, No 68. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

Standard Occupational Classification System (SOC)  
Code: 49-3021

### **CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)**

The following providers are listed in the Local Training Providers Section of the 2001 Occupational Outlook Report.

**Columbia College**, page 175

**Tuolumne County ROP**, page 205

# BAKERS--BREAD AND PASTRY

OES CODE: 650210

16 Firms Responding-- 58 Employees Represented

## DESCRIPTION OF OCCUPATION

Bread and Pastry Bakers mix and bake ingredients according to recipes to produce breads, pastries, and other baked goods. They produce goods in smaller quantities for consumption on premises or for sale as specialty baked goods.

## COMPUTER SOFTWARE SKILLS

The following number of responding employers reported they seek applicants with:

Word Processing	1	Spreadsheet	1
Database	0	Desktop Publishing	0

## EMPLOYER REQUIREMENTS

### EDUCATION

Less than High School Diploma	Some	(31%)
High School Diploma or Equivalent	Most	(69%)
Associate Degree (2 Year)	None	(0%)
Bachelor Degree (4 Year)	None	(0%)
Graduate Study	None	(0%)

### TRAINING/EXPERIENCE

	Yes	No	Preferred	No Response
Work Experience Required	38%	19%	44%	0%
Other Occupational Experience Accepted	37%	38%		25%
Training in Lieu Of Experience Accepted	56%	25%		19%
Technical/Vocational Training Required	6%	88%	6%	0%

## SKILLS, LICENSES and OTHER REQUIREMENTS

Skills needed for job entry:

Skills: Control operations of equipment or systems

Knowledge: Techniques and equipment for food storage/handling

Abilities: Read and understand written information and ideas; follow rules to arrange things or actions in a certain order; and make quick, coordinated movements with fingers, hands, and wrists

### License or certification:

No license or other certification needed.

## SUPPLY and DEMAND

Responding employers reported the following difficulty finding fully qualified applicants:

Experienced:	Very difficult
Inexperienced:	Very difficult

## TURNOVER

Responding employers reported a total of 33 persons hired in this occupation during the last 12 months to fill the following vacancies:

New Positions (Growth)	Some	(27%)
Employees Leaving	Most	(61%)
Promotions	Few	(3%)
Temporary	Few	(9%)

## RECRUITMENT METHODS

(Out of 16 firms, 16 answered this question.)

The three most successful recruitment methods used by responding employers are:

Walk-In Applicants	Many	(50%)
Newspaper Ads	Many	(44%)
Word of Mouth	Many	(44%)

## SIZE OF OCCUPATION

**SIZE OF OCCUPATION: Large** (90 to 120)

**GENDER:** Female employees 43 (74%)  
Male employees 15 (26%)

## WHERE THE JOBS ARE (in survey area)

Major employing industries:

Agricultural production-crops, grocery stores, retail bakeries, eating places, hotels and motels, correctional institutions

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Spring/Summer 2001

# BAKERS--BREAD AND PASTRY

**OES CODE: 650210**

**16 Firms Responding -- 58 Employees Represented**

## **WAGES and BENEFITS** (June/August 2001)

(Hourly wages)

Wages (Non-Union, and Union Undetermined)

	Range	Median
New Hires, No Experience	\$6.25- 9.00	\$ 6.75
New Hires, Experienced	\$6.25-12.00	\$ 9.00
Experienced, 3 Years w/Firm	\$7.50-14.00	\$10.00

Wages (Union)

	Range	Median
New Hires, No Experience	\$7.00- 8.00	\$ 7.90
New Hires, Experienced	\$7.50-14.89	\$10.68
Experienced, 3 Years w/Firm	\$9.00-18.09	\$12.00

(44% of responding employers employ union workers in this occupation.) A few (6%) responding employers offer a merit bonus.

## **TIME BASE/HOURS WORKED**

Full Time, avg 40 hrs/wk	Many	(57%)
Part Time, avg 22 hrs/wk	Some	(38%)
Temporary/On Call, avg 0 hrs/wk	None	(0%)
Seasonal, avg 30 hrs/wk	Few	(5%)

## **SHIFTS**

(Out of 16 firms, 16 answered this question.)

Responding employers report the following shifts are available for this occupation:

Day	Almost All	(81%)
Swing	Few	(6%)
Graveyard	Few	(13%)
Other Shifts	Few	(19%)

## **BENEFITS**

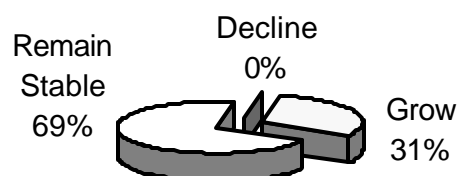
	Employer Pays All		Share Cost		Employee Pays All	
	F/T	P/T	F/T	P/T	F/T	P/T
Medical	38%	13%	19%	6%	0%	0%
Dental	31%	13%	19%	0%	0%	0%
Vision	25%	13%	13%	0%	0%	0%
Life	38%	13%	0%	6%	0%	0%
Sick	44%	13%	0%	0%	0%	0%
Vacation	69%	25%	0%	0%	0%	0%
Retirement	25%	6%	25%	6%	0%	6%
Child Care	0%	0%	0%	0%	0%	0%

## **PROJECTIONS**

Growth Rate, 1997-2004:

33.3%, Much faster than average

Responding employers expect this occupation's employment over the next 24 months to:



## **OTHER INFORMATION**

### **PROMOTIONAL OPPORTUNITIES**

(Out of 16 firms, 16 firms responded)

Many (56%) of responding employers may promote employees to: Supervisor, manager, sales manager, cake decorator, store manager, head baker, customer service, baking manager, department manager.

For additional information about this occupation, refer to the Occupational Outlook Handbook, page 360, and the California Occupational Guides, No. 330. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

## **CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)**

The following providers are listed in the Local Training Providers Section of the 2001 Occupational Outlook Report.

**Columbia College**, page 175

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.  
**MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties** **Spring/Summer 2001**

# BOOKKEEPING, ACCOUNTING AND AUDITING CLERKS

OES CODE: 553380

23 Firms Responding-- 48 Employees Represented

## DESCRIPTION OF OCCUPATION

Bookkeeping, Accounting, and Auditing Clerks, including Bookkeepers, compute, classify, and record numerical data to keep sets of financial records complete. They perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. They may also check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers. Does not include individuals whose primary duty is operating special office machines.

## EMPLOYER REQUIREMENTS

### EDUCATION

Less than High School Diploma	None	(0%)
High School Diploma or Equivalent	Almost All	(87%)
Associate Degree (2 Year)	Few	(13%)
Bachelor Degree (4 Year)	None	(0%)
Graduate Study	None	(0%)

### TRAINING/EXPERIENCE

	Yes	No	Preferred	No Response
Work Experience Required	70%	0%	30%	0%
Other Occupational Experience Accepted	43%	48%		9%
Training in Lieu Of Experience Accepted	43%	57%		0%
Technical/Vocational Training Required	26%	57%	17%	0%

## SKILLS, LICENSES and OTHER REQUIREMENTS

*Skills needed for job entry:*

Skills: Basic mathematics; find and identify essential information; structure or classify multiple pieces of information; understand written information; and write effectively

Knowledge: Economic and accounting principles and practices; financial markets, banking, analysis and reporting of financial data; administrative and clerical procedures and systems; advanced mathematics; English language; and computer technology

Abilities: Quickly and correctly do basic math calculations; understand and organize a problem, then select mathematical method or formula to solve problem; good vision; read and understand written information; follow rules to arrange things or actions in a certain order; and quickly and accurately compare letters, numbers, objects, pictures, or patterns

### License or certification:

No license or other certification needed.

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Spring/Summer 2001

## COMPUTER SOFTWARE SKILLS

The following number of responding employers reported they seek applicants with:

Word Processing	16	Spreadsheet	15
Database	9	Desktop Publishing	2

## SUPPLY and DEMAND

Responding employers reported the following difficulty finding fully qualified applicants:

Experienced:	Very difficult
Inexperienced:	Moderately difficult

## TURNOVER

Responding employers reported a total of 11 persons hired in this occupation during the last 12 months to fill the following vacancies.

New Positions (Growth)	Some	(27%)
Employees Leaving	Most	(73%)
Promotions	None	(0%)
Temporary	None	(0%)

## RECRUITMENT METHODS

(Out of 23 firms, 23 answered this question.)

The three most successful recruitment methods used by responding employers are:

Employee Referrals	Most	(65%)
Newspaper Ads	Most	(65%)
In-House Promotion or Transfer	Some	(39%)
Walk - In Applicants	Some	(39%)

## SIZE OF OCCUPATION

**SIZE OF OCCUPATION:** Very Large (560 to 580)

<b>GENDER:</b> Female employees	43	(90%)
Male employees	5	(10%)

## WHERE THE JOBS ARE (in survey area)

*Major employing industries:* Heavy construction, lumber and other building materials, miscellaneous general merchandise stores, grocery stores, new and used car dealers, floor covering stores, liquefied petroleum gas dealers, state commercial banks, insurance agents, brokers, and service, hotels and motels, auto transmission repair shops, legal services, individual and family services, business consulting, job training and related services, business associations, civic and social associations, accounting, auditing, and bookkeeping



# BOOKKEEPING, ACCOUNTING AND AUDITING CLERKS

**OES CODE: 553380**

## 23 Firms Responding – 48 Employees Represented

### **WAGES and BENEFITS** (June/August 2001)

(Hourly wages)

Wages (Union, Non-Union, and Union Undetermined)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$6.25-\$9.50	\$8.00
New Hires, Experienced	\$6.50-\$12.97	\$9.00
Experienced, 3 Years w/Firm	\$7.25-\$15.48	\$12.00

(A few [4%] of responding employers employ union workers in this occupation.)

### **TIME BASE/HOURS WORKED**

Full Time, avg 40 hrs/wk	Most	(77%)
Part Time, avg 23 hrs/wk	Some	(23%)
Temporary/On Call, avg 0 hrs/wk	None	(0%)
Seasonal, avg 0 hrs/wk	None	(0%)

### **SHIFTS**

(Out of 23 firms, 23 answered this question.)

Responding employers report the following shifts are available for this occupation:

Day	All	(100%)
Swing	None	(0%)
Graveyard	None	(0%)
Other Shifts	None	(0%)

### **BENEFITS**

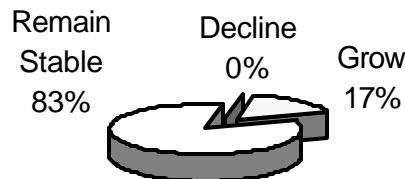
	<u>Employer Pays All</u>		<u>Share Cost</u>		<u>Employee Pays All</u>	
	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>
Medical	61%	0%	9%	13%	0%	0%
Dental	48%	0%	9%	9%	4%	0%
Vision	35%	0%	9%	9%	0%	0%
Life	43%	0%	0%	13%	4%	0%
Sick	52%	4%	0%	0%	4%	4%
Vacation	74%	13%	0%	0%	0%	0%
Retirement	35%	9%	17%	0%	13%	4%
Child Care	0%	0%	0%	0%	0%	0%

### **PROJECTIONS**

Growth Rate, 1997-2004:

3.6%, Slower than average

Responding employers expect this occupation's employment over the next 24 months to:



### **OTHER INFORMATION**

#### **PROMOTIONAL OPPORTUNITIES**

(Out of 23 firms, 23 firms responded)

**Some** (30%) of responding employers may promote employees to: Senior accountant, executive secretary, executive assistant, accountant II, assistant accountant, accountant, controller.

For additional information about this occupation, refer to the Occupational Outlook Handbook, page 318, and the California Occupational Guides, No. 26. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

Standard Occupational Classification System (SOC)  
Code: 43-3031

### **CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)**

The following providers are listed in the Local Training Providers Section of the 2001 Occupational Outlook Report:

**Columbia College**, page 175

**Amador County ROP**, page 195

**Calaveras County ROP**, page 198

**Mariposa High School ROP**, page 203

**Tuolumne County ROP**, page 205

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

**MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties**

**Spring/Summer 2001**

# BUS DRIVERS -- SCHOOL

OES CODE: 971110

11 Firms Responding-- 141 Employees Represented

## DESCRIPTION OF OCCUPATION

School Bus Drivers transport students between pick-up points and school. They maintain order during the trip and adhere to safety rules when loading and unloading pupils.

## EMPLOYER REQUIREMENTS

### EDUCATION

Less than High School Diploma	Few	(9%)
High School Diploma or Equivalent	Almost All	(91%)
Associate Degree (2 Year)	None	(0%)
Bachelor Degree (4 Year)	None	(0%)
Graduate Study	None	(0%)

### TRAINING/EXPERIENCE

	Yes	No	Preferred	No Response
Work Experience Required	18%	27%	55%	0%
Other Occupational Experience Accepted	10%	45%		45%
Training in Lieu Of Experience Accepted	46%	27%		27%
Technical/Vocational Training Required	73%	27%	0%	0%

## SKILLS, LICENSES and OTHER REQUIREMENTS

*Skills needed for job entry:*

Skills: Operate equipment or systems; watch gauges, dials, or other indicators to make sure machine is working properly; be aware of and understand others' reactions; perform routine maintenance as needed; and oral communication

Knowledge: Principles and methods for moving people; public safety and security operations; customer service; various methods for describing physical locations; knowledge of laws related to occupation

Abilities: Decide quickly and correctly between two or more movements in response to two or more signals; quickly respond to one signal when it appears; efficiently shift back and forth between two or more activities or sources of information; coordinate movements of two or more limbs together while sitting, standing, or lying down; adjust movement or equipment control to changes in speed and/or direction; good vision

### License or certification:

Commercial Driver's License

## COMPUTER SOFTWARE SKILLS

*The following number of responding employers reported they seek applicants with:*

Word Processing	0	Spreadsheet	0
Database	0	Desktop Publishing	0

## SUPPLY and DEMAND

*Responding employers reported the following difficulty finding fully qualified applicants:*

Experienced:	Moderately difficult
Inexperienced:	Very difficult

## TURNOVER

*Responding employers reported a total of 16 persons hired in this occupation during the last 12 months to fill the following vacancies.*

New Positions (Growth)	Few	(13%)
Employees Leaving	Most	(63%)
Promotions	Few	(6%)
Temporary	Few	(19%)

## RECRUITMENT METHODS

(Out of 11 firms, 11 answered this question.)

*The three most successful recruitment methods used by responding employers are:*

Newspaper Ads	Almost All	(91%)
In-House Promotion or Transfer	Many	(45%)
Walk-In Applicants	Some	(36%)

## SIZE OF OCCUPATION

**SIZE OF OCCUPATION: Medium** (100 to 120)

<b>GENDER:</b> Female employees	111	(79%)
Male employees	30	(21%)

## WHERE THE JOBS ARE (in survey area)

*Major employing industries:*

Elementary & secondary schools

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODGE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Spring/Summer 2001

# BUS DRIVERS -- SCHOOL

**OES CODE: 971110**

**11 Firms Responding -- 141 Employees Represented**

## **WAGES and BENEFITS** (June/August 2001)

(Hourly wages)

Wages (Non-Union, and Union Undetermined)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	Insufficient data	\$12.40
New Hires, Experienced	\$12.73-\$13.90	\$13.38
Experienced, 3 Years w/Firm	\$13.42-\$14.90	\$14.75

Wages (Union)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$8.40-\$14.27	\$11.72
New Hires, Experienced	\$10.92-\$14.27	\$12.14
Experienced, 3 Years w/Firm	\$9.14-\$16.52	\$12.92

(**Most** [73%] of responding employers employ union workers in this occupation.)

## **TIME BASE/HOURS WORKED**

Full Time, avg 36 hrs/wk	Some	(33%)
Part Time, avg 26 hrs/wk	Many	(55%)
Temporary/On Call, avg 4 hrs/wk	Few	(12%)
Seasonal, avg 0 hrs/wk	None	(0%)

## **SHIFTS**

(Out of 11 firms, 11 answered this question.)

Responding employers report the following shifts are available for this occupation:

Day	Almost All	(91%)
Swing	None	(0%)
Graveyard	None	(0%)
Other Shifts	Some	(36%)

## **BENEFITS**

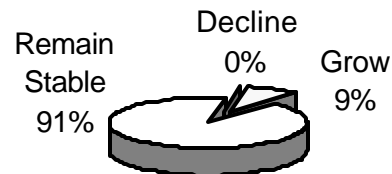
	<u>Employer Pays All</u>		<u>Share Cost</u>		<u>Employee Pays All</u>	
	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>
Medical	18%	9%	27%	64%	0%	0%
Dental	18%	9%	27%	64%	0%	0%
Vision	18%	9%	27%	64%	0%	0%
Life	0%	9%	0%	0%	0%	0%
Sick	45%	64%	0%	9%	0%	0%
Vacation	45%	55%	0%	9%	0%	0%
Retirement	9%	9%	18%	27%	0%	0%
Child Care	0%	9%	9%	0%	0%	0%

## **PROJECTIONS**

Growth Rate, 1997-2004:

20.0%, Faster than average

Responding employers expect this occupation's employment over the next 24 months to:



## **OTHER INFORMATION**

### **PROMOTIONAL OPPORTUNITIES**

(Out of 11 firms, 11 firms responded)

**Many** (55%) of responding employers may promote employees to: Bus driver trainer, office, transportation director, transportation supervisor, supervisor.

For additional information about this occupation, refer to the Occupational Outlook Handbook, page 495; the California Occupational Guides, No. 2; and the California Professional & Business License Handbook, Sixth Edition 1999, page 221. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

Standard Occupational Classification System (SOC)  
Code: 53-3022.

## **CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)**

The following providers are listed in the Local Training Providers Section of the 2001 Occupational Outlook Report:

Calaveras High School Adult Education, page 171

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.  
**MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties** Spring/Summer 2001

# CHILD CARE WORKERS

OES CODE: 680380

15 Firms Responding-- 84 Employees Represented

## DESCRIPTION OF OCCUPATION

Child Care Workers attend children at school, businesses, and institutions performing a variety of tasks, such as dressing, feeding, bathing, and overseeing play. Does not include workers whose primary function is to teach in a structured setting.

## EMPLOYER REQUIREMENTS

### EDUCATION

Less than High School Diploma	None	(0%)
High School Diploma or Equivalent	Most	(73%)
Associate Degree (2 Year)	Some	(20%)
Bachelor Degree (4 Year)	Few	(7%)
Graduate Study	None	(0%)

### TRAINING/EXPERIENCE

	Yes	No	Preferred	No Response
Work Experience Required	40%	20%	40%	0%
Other Occupational Experience Accepted	20%	53%		27%
Training in Lieu Of Experience Accepted	60%	20%		20%
Technical/Vocational Training Required	60%	27%	13%	0%

### SKILLS, LICENSES and OTHER REQUIREMENTS

*Skills needed for job entry:*

Skills: Effective oral communication; be aware of and understand others' reactions; active listening; look for ways to help people; teach others

Knowledge: Customer service; human behavior and performance; mental processes; instructional methods and training techniques; English language

Abilities: Oral communication; oral and written comprehension; recognition of when something is wrong or likely to go wrong; efficiently shift back and forth between two or more activities or sources of information; speak clearly

### License or certification:

No license or other certification needed. **Most** (66%) responding employers require Early Childhood Education Units.

## COMPUTER SOFTWARE SKILLS

*The following number of responding employers reported they seek applicants with:*

Word Processing	2	Spreadsheet	1
Database	0	Desktop Publishing	0

## SUPPLY and DEMAND

*Responding employers reported the following difficulty finding fully qualified applicants:*

Experienced:	Very difficult
Inexperienced:	Very difficult

## TURNOVER

*Responding employers reported a total of 22 persons hired in this occupation during the last 12 months to fill the following vacancies.*

New Positions (Growth)	Some	(32%)
Employees Leaving	Many	(45%)
Promotions	None	(0%)
Temporary	Some	(23%)

## RECRUITMENT METHODS

(Out of 15 firms, 15 answered this question.)

*The three most successful recruitment methods used by responding employers are:*

Employee Referrals	Many	(47%)
Newspaper Ads	Most	(60%)
Walk-In Applicants	Many	(53%)

## SIZE OF OCCUPATION

**SIZE OF OCCUPATION:** Large (110 to 140 )

**GENDER:** Female employees 84 (100%)  
Male employees 0 (0%)

## WHERE THE JOBS ARE (in survey area)

*Major employing industries:*

Elementary and secondary schools; child day care services; social services; religious organizations

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Spring/Summer 2001

# CHILD CARE WORKERS

**OES CODE: 680380**

**15 Firms Responding -- 84 Employees Represented**

## **WAGES and BENEFITS** (June/August 2001)

(Hourly wages)

Wages (Non-Union, and Union Undetermined)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$6.25-\$7.00	\$6.50
New Hires, Experienced	\$6.25-\$10.00	\$7.17
Experienced, 3 Years w/Firm	\$6.25-\$10.77	\$9.00

(**None** [0%] of responding employers employ union workers in this occupation. A **few** [13%] of responding employers state they pay a bonus in addition to wages.)

## **TIME BASE/HOURS WORKED**

Full Time, avg 39 hrs/wk	Many	(48%)
Part Time, avg 23 hrs/wk	Many	(40%)
Temporary/On Call, avg 11 hrs/wk	Few	(10%)
Seasonal, avg 30 hrs/wk	Few	(2%)

## **SHIFTS**

(Out of 15 firms, 15 answered this question.)

*Responding employers report the following shifts are available for this occupation:*

Day	All	(100%)
Swing	None	(0%)
Graveyard	None	(0%)
Other Shifts	Few	(7%)

## **BENEFITS**

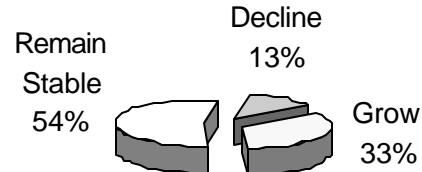
	<u>Employer Pays All</u>		<u>Share Cost</u>		<u>Employee Pays All</u>	
	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>
Medical	13%	0%	13%	7%	0%	0%
Dental	7%	0%	0%	7%	0%	0%
Vision	7%	0%	0%	7%	0%	0%
Life	13%	0%	0%	7%	0%	0%
Sick	40%	13%	0%	0%	0%	0%
Vacation	53%	27%	0%	0%	0%	0%
Retirement	0%	0%	7%	0%	0%	0%
Child Care	40%	27%	0%	7%	0%	0%

## **PROJECTIONS**

*Growth Rate, 1997-2004:*

27.3%, Much faster than average

*Responding employers expect this occupation's employment over the next 24 months to:*



## **OTHER INFORMATION**

### **PROMOTIONAL OPPORTUNITIES**

(Out of 15 firms, 15 firms responded)

**Many** (53%) of responding employers may promote employees to: Teacher, site supervisor, directors, head teacher, assistant director, associate teacher.

For additional information about this occupation, refer to the Occupational Outlook Handbook, page 353, and the California Occupational Guides, No.505. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

Standard Occupational Classification System (SOC)  
Code: 39-9011.

## **CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)**

*The following providers are listed in the Local Training Providers Section of the 2001 Occupational Outlook Report:*

**Columbia College**, page 175

**Mariposa County ROP**, page 203

**Tuolumne County ROP**, page 205

# COMPUTER SUPPORT SPECIALISTS

**OES CODE: 251040**

**14 Firms Responding-- 42 Employees Represented**

## **DESCRIPTION OF OCCUPATION**

Computer Support Specialists provide technical assistance and training to computer system users. Investigate and resolve computer software and hardware problems of users. Answer clients' inquiries in person and via telephone concerning the use of computer hardware and software, including printing, word processing, programming languages, electronic mail, and operating systems.

## **EMPLOYER REQUIREMENTS**

### **EDUCATION**

Less than High School Diploma	Few	(7%)
High School Diploma or Equivalent	Most	(71%)
Associate Degree (2 Year)	Few	(14%)
Bachelor Degree (4 Year)	Few	(7%)
Graduate Study	None	(0%)

### **TRAINING/EXPERIENCE**

	<u>Yes</u>	<u>No</u>	<u>Preferred</u>	<u>No Response</u>
Work Experience Required	71%	0%	29%	0%
Other Occupational Experience Accepted	22%	64%		14%
Training in Lieu Of Experience Accepted	64%	36%		0%
Technical/Vocational Training Required	71%	14%	14%	0%

### **SKILLS, LICENSES and OTHER REQUIREMENTS**

*Skills needed for job entry:*

Skills: Teach others; analyze requirements to create a design; test equipment and software; troubleshoot operating errors; identify problems

Knowledge: Electric circuit boards, processors, chips, and computer hardware and software; instructional methods and training techniques; equipment, tools, mechanical devices; advanced mathematics; English language

Abilities: Follow oral instructions; read and understand written information; recognition of when something is wrong or likely to go wrong; good vision

### **License or certification:**

No license or other certification needed.

## **COMPUTER SOFTWARE SKILLS**

*The following number of responding employers reported they seek applicants with:*

Word Processing	12	Spreadsheet	10
Database	10	Desktop Publishing	8

## **SUPPLY and DEMAND**

*Responding employers reported the following difficulty finding fully qualified applicants:*

Experienced:	Very difficult
Inexperienced:	Very difficult

### **TURNOVER**

*Responding employers reported a total of 14 persons hired in this occupation during the last 12 months to fill the following vacancies.*

New Positions (Growth)	Some	(21%)
Employees Leaving	Many	(43%)
Promotions	Some	(21%)
Temporary	Few	(14%)

### **RECRUITMENT METHODS**

(Out of 14 firms, 14 answered this question.)

*The three most successful recruitment methods used by responding employers are:*

Employee Referrals	Some	(29%)
Newspaper Ads	Most	(79%)
Internet	Many	(50%)

## **SIZE OF OCCUPATION**

**SIZE OF OCCUPATION:** Medium (70 to 90)

<b><u>GENDER:</u></b> Female employees	15	(36%)
Male employees	27	(64%)

## **WHERE THE JOBS ARE** (in survey area)

*Major employing industries:*

Elementary and secondary schools, libraries, civic and social associations, job training and related services county government, city government, correctional institutions, land, mineral, wildlife conservation, information retrieval services

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

**MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties**

**Spring/Summer 2001**

# COMPUTER SUPPORT SPECIALISTS

**OES CODE: 251040**

**14 Firms Responding -- 42 Employees Represented**

## **WAGES and BENEFITS** (June/August 2001) (Hourly wages)

Wages (Non-Union, and Union Undetermined)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$7.00-\$9.60	\$7.50
New Hires, Experienced	\$8.00-\$24.75	\$12.03
Experienced, 3 Years w/Firm	\$9.00-\$26.20	\$16.83

Wages (Union)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	NA	NA
New Hires, Experienced	\$12.74-\$23.73	\$16.65
Experienced, 3 Years w/Firm	\$15.25-\$28.83	\$17.78

(**Many** [50%] of responding employers employ union workers in this occupation. A **Few** [7%] of responding employers pay a bonus in addition to wages.)

## **TIME BASE/HOURS WORKED**

Full Time, avg 40 hrs/wk	Almost all	(91%)
Part Time, avg 16 hrs/wk	Few	(2%)
Temporary/On Call, avg 35 hrs/wk	Few	(7%)
Seasonal, avg 0 hrs/wk	None	(0%)

## **SHIFTS**

(Out of 14 firms, 14 answered this question.)

Responding employers report the following shifts are available for this occupation:

Day	All	(100%)
Swing	None	(0%)
Graveyard	None	(0%)
Other Shifts	Few	(14%)

## **BENEFITS**

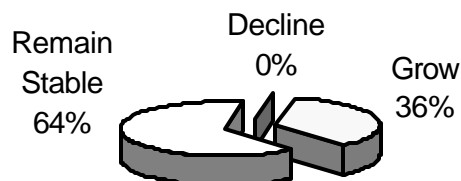
	<u>Employer Pays All</u>		<u>Share Cost</u>		<u>Employee Pays All</u>	
	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>
Medical	43%	0%	50%	0%	0%	0%
Dental	50%	0%	43%	0%	0%	0%
Vision	50%	0%	36%	0%	0%	0%
Life	43%	0%	21%	0%	0%	0%
Sick	93%	0%	7%	0%	0%	0%
Vacation	93%	0%	7%	0%	0%	0%
Retirement	29%	0%	57%	0%	7%	0%
Child Care	0%	0%	0%	0%	7%	0%

## **PROJECTIONS**

Growth Rate, 1997-2004:

28.6%, Much faster than average

Responding employers expect this occupation's employment over the next 24 months to:



## **OTHER INFORMATION**

### **PROMOTIONAL OPPORTUNITIES**

(Out of 14 firms, 14 firms responded)

**Most** (71%) of responding employers may promote employees to:

Executive assistant, manager, technology supervisor, information system specialist I/II, information services supervisor, supervisory computer specialist, lead technician, service technician, assistant administrator, internet system administrator

For additional information about this occupation, refer to the Occupational Outlook Handbook, page 109. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

Standard Occupational Classification System (SOC)  
Code: 15-1041

## **CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)**

The following providers are listed in the Local Training Providers Section of the 2001 Occupational Outlook Report:

Columbia College, page 175

# HIGHWAY MAINTENANCE WORKERS

**OES CODE: 877110**

**11 Firms Responding-- 189 Employees Represented**

## **DESCRIPTION OF OCCUPATION**

Highway Maintenance Workers maintain highways, municipal and rural roads, airport runways, and rights-of-way in safe condition by performing a combination of the following duties: patch broken or eroded pavement or erect and repair guard rails, highway markers, and snow fences using a posthole digger, shovel, ax, saw, hammer and nails, and power tools. They may also clear brush or plant vegetation along rights-of-way.

## **EMPLOYER REQUIREMENTS**

### **EDUCATION**

Less than High School Diploma	Some	(27%)
High School Diploma or Equivalent	Most	(73%)
Associate Degree (2 Year)	None	(0%)
Bachelor Degree (4 Year)	None	(0%)
Graduate Study	None	(0%)

### **TRAINING/EXPERIENCE**

	<u>Yes</u>	<u>No</u>	<u>Preferred</u>	<u>No Response</u>
Work Experience Required	36%	9 %	55%	0%
Other Occupational Experience Accepted	55%	27%		18%
Training in Lieu Of Experience Accepted	45%	46%		9%
Technical/Vocational Training Required	9%	91%	0%	0%

## **SKILLS, LICENSES and OTHER REQUIREMENTS**

*Skills needed for job entry:*

Skills: Repairing machines or systems; select appropriate tools; controlling equipment or systems; installing equipment, machines, wiring or programs; routine equipment maintenance

Knowledge: Construction materials, methods, and tools; public safety and security operations, various methods for describing physical locations; basic mathematics

Abilities: Continuous use of abdominal and lower back without fatiguing; coordinate movements of two or more limbs together while sitting, standing, or lying down; know one's location in relation to environment or where other objects are in relation to one's self

### **License or certification:**

No license or other certification needed.

## **COMPUTER SOFTWARE SKILLS**

*The following number of responding employers reported they seek applicants with:*

Word Processing	0	Spreadsheet	0
Database	0	Desktop Publishing	0

## **SUPPLY and DEMAND**

*Responding employers reported the following difficulty finding fully qualified applicants:*

Experienced:	Moderately difficult
Inexperienced:	Moderately difficult

## **TURNOVER**

*Responding employers reported a total of 36 persons hired in this occupation during the last 12 months to fill the following vacancies.*

New Positions (Growth)	Few	(8%)
Employees Leaving	Some	(31%)
Promotions	Few	(19%)
Temporary	Many	(42%)

## **RECRUITMENT METHODS**

*(Out of 11 firms, 11 answered this question.)*

*The three most successful recruitment methods used by responding employers are:*

Employee Referrals	Many	(45%)
Newspaper Ads	Most	(64%)
Walk-In Applicants	Many	(45%)

## **SIZE OF OCCUPATION**

**SIZE OF OCCUPATION:** Large (140 to 189)

**GENDER:** Female employees 5 (3%)  
Male employees 184 (97%)

## **WHERE THE JOBS ARE** (in survey area)

*Major employing industries:*

Highway and street construction, concrete work, civic and social associations, county and city government

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

**MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties**

**Spring/Summer 2001**



# HIGHWAY MAINTENANCE WORKERS

**OES CODE: 877110**

**11 Firms Responding – 189 Employees Represented**

## **WAGES and BENEFITS** (June/August 2001)

(Hourly wages)

Wages (Non-Union, and Union Undetermined)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$8.00-\$9.00	\$8.50
New Hires, Experienced	\$10.00-\$10.50	\$10.00
Experienced, 3 Years w/Firm	\$12.00-\$16.00	\$12.50

Wages (Union)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$10.55-\$12.69	\$11.00
New Hires, Experienced	\$9.88-\$19.78	\$12.72
Experienced, 3 Years w/Firm	\$11.94-\$19.78	\$15.46

(**Most** [73%] responding employers employ union workers in this occupation. A **few** [9%] responding employers pay a bonus in addition to wages.)

## **TIME BASE/HOURS WORKED**

Full Time, avg 40 hrs/wk	Most	(77%)
Part Time, avg 0 hrs/wk	None	(0%)
Temporary/On Call, avg 20 hrs/wk	Few	(4%)
Seasonal, avg 39 hrs/wk	Few	(19%)

## **SHIFTS**

(Out of 11 firms, 11 answered this question.)

Responding employers report the following shifts are available for this occupation:

Day	All	(100%)
Swing	Few	(9%)
Graveyard	Few	(9%)
Other Shifts	Few	(18%)

## **BENEFITS**

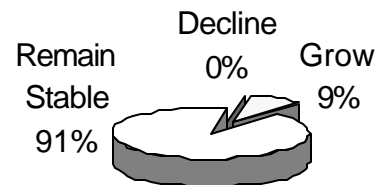
	<u>Employer Pays All</u>		<u>Share Cost</u>		<u>Employee Pays All</u>	
	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>
Medical	45%	0%	36%	0%	0%	0%
Dental	45%	0%	36%	0%	0%	0%
Vision	36%	0%	36%	0%	0%	0%
Life	36%	0%	36%	0%	0%	0%
Sick	73%	0%	9%	0%	0%	0%
Vacation	73%	0%	9%	0%	0%	0%
Retirement	45%	0%	18%	0%	9%	0%
Child Care	0%	0%	0%	0%	0%	0%

## **PROJECTIONS**

Growth Rate, 1997-2004:

0.0%, Remain Stable

Responding employers expect this occupation's employment over the next 24 months to:



## **OTHER INFORMATION**

### **PROMOTIONAL OPPORTUNITIES**

(Out of 11 firms, 11 firms responded)

**Most** (73%) of responding employers may promote employees to: Equipment operator II, maintenance lead, supervisor, maintenance worker II, senior maintenance worker, maintenance and construction supervisor, road supervisor, leadman, foreman, maintenance II & III, road maintenance II & III, road maintenance supervisor, road superintendent, PW leadman, PW Supervisor, senior lead

For additional information about this occupation, refer to the Occupational Outlook Handbook, page 524. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

Standard Occupational Classification System (SOC)  
Code: 47-4051.

## **CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)**

None listed

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.  
**MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties** Spring/Summer 2001

# HOTEL DESK CLERKS

OES CODE: 538080

15 Firms Responding-- 161 Employees Represented

## DESCRIPTION OF OCCUPATION

Hotel Desk Clerks accommodate hotel patrons by registering and assigning rooms to guests, issuing room keys, transmitting and receiving messages, keeping records of rooms occupied and guests' accounts, making and confirming reservations, and presenting statements to and collecting payments from departing guests.

## EMPLOYER REQUIREMENTS

### EDUCATION

Less than High School Diploma	Some	(20%)
High School Diploma or Equivalent	Almost all	(80%)
Associate Degree (2 Year)	None	(0%)
Bachelor Degree (4 Year)	None	(0%)
Graduate Study	None	(0%)

### TRAINING/EXPERIENCE

	Yes	No	Preferred	No Response
Work Experience Required	14%	53%	33%	0%
Other Occupational Experience Accepted	27%	13%		60%
Training in Lieu Of Experience Accepted	34%	13%		53%
Technical/Vocational Training Required	0%	87%	13%	0%

## SKILLS, LICENSES and OTHER REQUIREMENTS

Skills needed for job entry:

Skills: Look for ways to help people; coordination

Knowledge: Customer service; administrative and clerical procedures and systems; basic mathematics; English language; basic computer

Abilities: Oral communication; oral and written comprehension; speak clearly

### License or certification:

No license or other certification needed.

## COMPUTER SOFTWARE SKILLS

The following number of responding employers reported they seek applicants with:

Word Processing	8	Spreadsheet	5
Database	5	Desktop Publishing	3

## SUPPLY and DEMAND

Responding employers reported the following difficulty finding fully qualified applicants:

Experienced:	Very difficult
Inexperienced:	Moderately difficult

## TURNOVER

Responding employers reported a total of 92 persons hired in this occupation during the last 12 months to fill the following vacancies.

New Positions (Growth)	Few	(1%)
Employees Leaving	Many	(52%)
Promotions	Few	(7%)
Temporary	Many	(40%)

## RECRUITMENT METHODS

(Out of 15 firms, 15 answered this question.)

The three most successful recruitment methods used by responding employers are:

Newspaper Ads	Most	(60%)
In-House Promotion or Transfer	Most	(60%)
Walk-In Applicants	Many	(53%)

## SIZE OF OCCUPATION

**SIZE OF OCCUPATION:** Large (150 to 220)

<b>GENDER:</b> Female employees	109	(68%)
Male employees	52	(32%)

## WHERE THE JOBS ARE (in survey area)

Major employing industries:

Hotels & motels

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Spring/Summer 2001

# HOTEL DESK CLERKS

**OES CODE: 538080**

**15 Firms Responding – 161 Employees Represented**

## **WAGES and BENEFITS** (June/August 2001)

(Hourly wages)

Wages (Union, Non-Union, and Union Undetermined)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$6.25-\$7.00	\$6.75
New Hires, Experienced	\$6.25-\$8.00	\$7.00
Experienced, 3 Years w/Firm	\$7.00-\$10.00	\$8.50

(A **few** [7%] of responding employers employ union workers in this occupation. A **few** [13%] of responding employers offer a bonus in addition to wages and a **few** [7%] of responding employers offer room and board.)

## **TIME BASE/HOURS WORKED**

Full Time, avg 40 hrs/wk	Many	(58%)
Part Time, avg 22 hrs/wk	Few	(15%)
Temporary/On Call, avg 5 hrs/wk	Few	(1%)
Seasonal, avg 39 hrs/wk	Some	(27%)

## **SHIFTS**

(Out of 15 firms, 15 answered this question.)

Responding employers report the following shifts are available for this occupation:

Day	Almost All	(93%)
Swing	Most	(73%)
Graveyard	Many	(40%)
Other Shifts	Some	(20%)

## **BENEFITS**

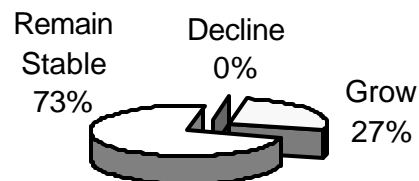
	<u>Employer Pays All</u>		<u>Share Cost</u>		<u>Employee Pays All</u>	
	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>
Medical	7%	0%	13%	7%	0%	0%
Dental	0%	0%	7%	0%	0%	0%
Vision	0%	0%	7%	0%	0%	0%
Life	13%	0%	0%	7%	0%	0%
Sick	27%	0%	0%	0%	0%	0%
Vacation	47%	20%	0%	0%	7%	0%
Retirement	13%	7%	7%	0%	7%	7%
Child Care	0%	0%	0%	0%	0%	0%

## **PROJECTIONS**

Growth Rate, 1997-2004:

46.7%, Much Faster Than Average

Responding employers expect this occupation's employment over the next 24 months to:



## **OTHER INFORMATION**

### **PROMOTIONAL OPPORTUNITIES**

(Out of 15 firms, 15 firms responded)

**Most** (60%) of responding employers may promote employees to: Front desk manager, bookkeeper, special events coordinator, desk leader, shift leader, manager assistant, manager, management, lead clerk

For additional information about this occupation, refer to the Occupational Outlook Handbook, page 299, and the California Occupational Guides, No. 70. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

Standard Occupational Classification System (SOC)  
Code: 43-4081

## **CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)**

The following providers are listed in the Local Training Providers Section of the 2001 Occupational Outlook Report:

**Columbia College**, page 175

# HUMAN SERVICE WORKERS

OES CODE: 273080

9 Firms Responding -- 167 Employees Represented

## DESCRIPTION OF OCCUPATION

Human Service Workers assist Social Group Workers and Caseworkers with developing, organizing, and conducting programs to prevent and resolve problems relevant to substance abuse and human relationships. They provide services to families and clients where the nature of the problem, or relationships involved, is less complex or serious by helping them obtain information on the use of social and community related services. They may also recommend additional services. Does not include Residential Counselors and Psychiatric Technicians.

## EMPLOYER REQUIREMENTS

### EDUCATION

Less than High School Diploma	Few	(11%)
High School Diploma or Equivalent	Some	(33%)
Associate Degree (2 Year)	Some	(22%)
Bachelor Degree (4 Year)	Some	(33%)
Graduate Study	None	(0%)

### TRAINING/EXPERIENCE

	Yes	No	Preferred	No Response
Work Experience Required	45%	22%	33%	0%
Other Occupational Experience Accepted	22%	33%		45%
Training in Lieu Of Experience Accepted	33%	44%		23%
Technical/Vocational Training Required	44%	44%	12%	0%

## SKILLS, LICENSES and OTHER REQUIREMENTS

*Skills needed for job entry:*

Skills: Effective speaking; aware of and understanding others' reactions; active listening; look for ways to help people; identifying problems

Knowledge: Customer service; therapy and counseling information and techniques; psychology; instructional methods and training techniques; administrative and clerical procedures and systems

Abilities: Written and oral comprehension and expression; know when something is wrong or likely to go wrong

### License or certification:

No license or other certification needed.

## COMPUTER SOFTWARE SKILLS

*The following number of responding employers reported they seek applicants with:*

Word Processing	5	Spreadsheet	2
Database	0	Desktop Publishing	1

## SUPPLY and DEMAND

*Responding employers reported the following difficulty finding fully qualified applicants:*

Experienced:	Very difficult
Inexperienced:	Very difficult

## TURNOVER

*Responding employers reported a total of 118 persons hired in this occupation during the last 12 months to fill the following vacancies.*

New Positions (Growth)	Some	(37%)
Employees Leaving	Many	(56%)
Promotions	Few	(7%)
Temporary	None	(0%)

## RECRUITMENT METHODS

(Out of 9 firms, 9 answered this question.)

*The three most successful recruitment methods used by responding employers are:*

Employee Referrals	Some	(33%)
Newspaper Ads	Most	(78%)
Internet	Some	(33%)

## SIZE OF OCCUPATION

**SIZE OF OCCUPATION:** Medium (60 to 90)

**GENDER:** Female employees 112 (67%)  
Male employees 55 (33%)

## WHERE THE JOBS ARE (in survey area)

*Major employing industries:*

Skilled nursing care facilities, individual and family services, residential care, social services, civic and social associations, county government

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Spring/Summer 2001

# HUMAN SERVICE WORKERS

**OES CODE: 273080**

**9 Firms Responding -- 167 Employees Represented**

## **WAGES and BENEFITS** (June/August 2001)

(Hourly wages)

Wages (Non-Union, and Union Undetermined)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$7.25-\$9.92	\$8.59
New Hires, Experienced	\$9.75-\$10.50	\$10.45
Experienced, 3 Years w/Firm	\$10.25-\$21.10	\$14.07

Wages (Union)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$9.30-\$12.91	\$11.11
New Hires, Experienced	\$10.28-\$14.08	\$13.27
Experienced, 3 Years w/Firm	\$12.55-\$20.71	\$15.36

(**Some** [33%] of responding employers employ union workers in this occupation.)

## **TIME BASE/HOURS WORKED**

Full Time, avg 40 hrs/wk	Almost all	(92%)
Part Time, avg 27 hrs/wk	Few	(7%)
Temporary/On Call, avg 16 hrs/wk	Few	(1%)
Seasonal, avg 0 hrs/wk	None	(0%)

## **SHIFTS**

(Out of 9 firms, 9 answered this question.)

Responding employers report the following shifts are available for this occupation:

Day	All	(100%)
Swing	Few	(11%)
Graveyard	Some	(22%)
Other Shifts	Some	(22%)

## **BENEFITS**

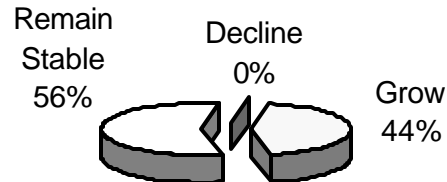
	<u>Employer Pays All</u>		<u>Share Cost</u>		<u>Employee Pays All</u>	
	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>
Medical	78%	11%	22%	0%	0%	0%
Dental	56%	0%	22%	0%	0%	0%
Vision	56%	0%	22%	0%	0%	0%
Life	44%	11%	22%	0%	0%	0%
Sick	78%	22%	22%	0%	0%	0%
Vacation	78%	22%	22%	0%	0%	0%
Retirement	44%	11%	44%	0%	0%	0%
Child Care	0%	0%	0%	0%	0%	0%

## **PROJECTIONS**

Growth Rate, 1997-2004:

50.0%, Much faster than average

Responding employers expect this occupation's employment over the next 24 months to:



## **OTHER INFORMATION**

### **PROMOTIONAL OPPORTUNITIES**

(Out of 9 firms, 9 firms responded)

**Almost all** (89%) of responding employers may promote employees to: Lead counselor, clinical supervisor, senior services coordinator, program manager, case manager II & III, supervisor, senior ccw, case manager, shift supervisor, senior, employment and training worker, social worker I, II, III, IV, social worker supervisor

Standard Occupational Classification System (SOC)  
Code: 21-1093

For additional information about this occupation, refer to the Occupational Outlook Handbook, page 157, and the California Occupational Guides, No. 564. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

## **CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)**

The following providers are listed in the Local Training Providers Section of the 2001 Occupational Outlook Report:

**Columbia College**, page 175

# INSTRUCTIONAL AIDES

OES CODE: 315211

15 Firms Responding-- 387 Employees Represented

## DESCRIPTION OF OCCUPATION

Instructional aides work under the direct supervision of classroom teachers to assist the teacher in instructional tasks, and activities involving games, sports, arts, and crafts. They also do routine clerical tasks such as record keeping, maintaining classroom supplies, and operating office equipment. They may assist teachers with the instruction of mentally or physically handicapped pupils.

## EMPLOYER REQUIREMENTS

### EDUCATION

Less than High School Diploma	Few	(13%)
High School Diploma or Equivalent	Almost all	(87%)
Associate Degree (2 Year)	None	(0%)
Bachelor Degree (4 Year)	None	(0%)
Graduate Study	None	(0%)

### TRAINING/EXPERIENCE

	Yes	No	Preferred	No Response
Work Experience Required	7%	47%	47%	0%
Other Occupational Experience Accepted	13%	20%		67%
Training in Lieu Of Experience Accepted	33%	20%		47%
Technical/Vocational Training Required	33%	47%	20%	0%

## SKILLS, LICENSES and OTHER REQUIREMENTS

*Skills needed for job entry:*

Skills: Teaching others; effective speaking and listening; use various learning and teaching techniques; understand written information

Knowledge: Instructional methods and training techniques; English language; basic mathematics; administrative and clerical procedures and systems; customer service

Abilities: Oral and written communication; speak clearly; read and understand written information

### License or certification:

No license or other certification needed. **Many** (40%) of responding employers require a certificate or Early Childhood Education Units.

## COMPUTER SOFTWARE SKILLS

*The following number of responding employers reported they seek applicants with:*

Word Processing	71	Spreadsheet	43
Database	43	Desktop Publishing	0

## SUPPLY and DEMAND

*Responding employers reported the following difficulty finding fully qualified applicants:*

Experienced:	Very difficult
Inexperienced:	Not difficult

## TURNOVER

*Responding employers reported a total of 40 persons hired in this occupation during the last 12 months to fill the following vacancies.*

New Positions (Growth)	Many	(45%)
Employees Leaving	Many	(40%)
Promotions	Few	(10%)
Temporary	Few	(5%)

## RECRUITMENT METHODS

(Out of 15 firms, 15 answered this question.)

*The three most successful recruitment methods used by responding employers are:*

Employee Referrals	Many	(40%)
Newspaper Ads	Almost all	(87%)
Walk-In Applicants	Many	(40%)

## SIZE OF OCCUPATION

**SIZE OF OCCUPATION: Very large** (540 to 670)

<b>GENDER:</b> Female employees	382	(99%)
Male employees	5	(1%)

## WHERE THE JOBS ARE (in survey area)

*Major employing industries:*

Elementary and secondary schools, schools and educational services, individual and family services, religious organizations, correctional institutions

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Spring/Summer 2001

# INSTRUCTIONAL AIDES

**OES CODE: 315211**

**15 Firms Responding – 387 Employees Represented**

## **WAGES and BENEFITS** (June/August 2001) (Hourly wages)

Wages (Non-Union, and Union Undetermined)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$6.46-\$9.47	\$7.95
New Hires, Experienced	\$6.46-\$10.84	\$8.60
Experienced, 3 Years w/Firm	\$7.05-\$12.50	\$9.47

Wages (Union)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$8.00-\$11.87	\$9.29
New Hires, Experienced	\$9.05-\$11.41	\$9.57
Experienced, 3 Years w/Firm	\$9.35-\$14.43	\$11.14

(**Most** [60%] of responding employers employ union workers in this occupation.)

## **TIME BASE/HOURS WORKED**

Full Time, avg 39 hrs/wk	Few	(8%)
Part Time, avg 20 hrs/wk	Almost All	(81%)
Temporary/On Call, avg 5 hrs/wk	Few	(11%)
Seasonal, avg 0 hrs/wk	None	(0%)

## **SHIFTS**

(Out of 15 firms, 15 answered this question.)

Responding employers report the following shifts are available for this occupation:

Day	Almost All	(93%)
Swing	Few	(7%)
Graveyard	None	(0%)
Other Shifts	None	(0%)

## **BENEFITS**

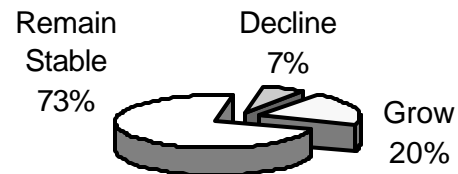
	<u>Employer Pays All</u>		<u>Share Cost</u>		<u>Employee Pays All</u>	
	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>
Medical	7%	7%	33%	53%	0%	0%
Dental	7%	7%	33%	53%	0%	0%
Vision	13%	7%	27%	53%	0%	0%
Life	7%	13%	7%	0%	7%	0%
Sick	40%	40%	0%	20%	0%	7%
Vacation	40%	40%	0%	13%	0%	7%
Retirement	7%	0%	20%	40%	0%	0%
Child Care	0%	0%	7%	0%	7%	0%

## **PROJECTIONS**

Growth Rate, 1997-2004:

24.1%, Faster Than Average

Responding employers expect this occupation's employment over the next 24 months to:



## **OTHER INFORMATION**

### **PROMOTIONAL OPPORTUNITIES**

(Out of 15 firms, 15 firms responded)

**Many** (47%) of responding employers may promote employees to: Office staff, other classified positions, teacher, school bus driver, school cafeteria manager, office clerk, administrative assistant, office assistant, secretary, media specialist

For additional information about this occupation, refer to the Occupational Outlook Handbook, page 326, and the California Occupational Guides, No. 502. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

Standard Occupational Classification System (SOC)  
Code: 25-9041, Teacher Assistants

## **CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)**

The following providers are listed in the Local Training Providers Section of the 2001 Occupational Outlook Report:

**Columbia College**, page 175

**Tuolumne County ROP**, page 205

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

**MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties**

**Spring/Summer 2001**

# LABORERS, LANDSCAPING AND GROUNDSKEEPING

**OES CODE: 790410**

**19 Firms Responding-- 104 Employees Represented**

## **DESCRIPTION OF OCCUPATION**

Landscaping and Groundskeeping Laborers landscape and/or maintain grounds of property using hand or power tools or equipment. May work in nursery facility or at customer location. Workers typically perform a variety of tasks, which may include any combination of the following: sod laying, mowing, trimming, planting, watering, fertilizing, digging, raking, and sprinkler installation. Workers may help brick and stonemasons.

## **EMPLOYER REQUIREMENTS**

### **EDUCATION**

Less than High School Diploma	Some	(32%)
High School Diploma or Equivalent	Most	(68%)
Associate Degree (2 Year)	None	(0%)
Bachelor Degree (4 Year)	None	(0%)
Graduate Study	None	(0%)

### **TRAINING/EXPERIENCE**

	Yes	No	Preferred	No Response
Work Experience Required	16%	16%	68%	0%
Other Occupational Experience Accepted	68%	16%		16%
Training in Lieu Of Experience Accepted	42%	42%		16%
Technical/Vocational Training Required	5%	95%	0%	0%

## **SKILLS, LICENSES and OTHER REQUIREMENTS**

*Skills needed for job entry:*

Skills: Determine kind of tools and equipment needed for job; control operations of equipment or systems; perform routine maintenance; look for ways to help people; install equipment, machines, wiring, or programs

Knowledge: Machines and tools; construction materials, methods, and appropriate tools; plant functions, interdependencies and interactions

Abilities: Quickly make coordinated movements of hands and arms; exert muscle force to lift, push, pull, or carry; physical exertion over long periods of time; continuous use of abdominal and lower back muscles without fatiguing

### **License or certification:**

No license or other certification needed.

## **COMPUTER SOFTWARE SKILLS**

*The following number of responding employers reported they seek applicants with:*

Word Processing	0	Spreadsheet	0
Database	0	Desktop Publishing	0

## **SUPPLY and DEMAND**

*Responding employers reported the following difficulty finding fully qualified applicants:*

Experienced:	Moderately difficult
Inexperienced:	Not difficult

## **TURNOVER**

*Responding employers reported a total of 36 persons hired in this occupation during the last 12 months to fill the following vacancies.*

New Positions (Growth)	Few	(8%)
Employees Leaving	Some	(25%)
Promotions	Few	(17%)
Temporary	Many	(50%)

## **RECRUITMENT METHODS**

(Out of 19 firms, 19 answered this question.)

*The three most successful recruitment methods used by responding employers are:*

Employee Referrals	Most	(63%)
Newspaper Ads	Most	(74%)
Walk-In Applicants	Many	(42%)

## **SIZE OF OCCUPATION**

**SIZE OF OCCUPATION: Very Large** (290 to 360)

<b>GENDER:</b> Female employees	9	(9%)
Male employees	95	(91%)

## **WHERE THE JOBS ARE** (in survey area)

*Major employing industries:*

Lawn and garden services, flowers and florists supplies, mobile home site operators, hotels and motels, public golf courses, amusement and recreation, general medical and surgical hospitals, elementary and secondary schools, libraries, residential care service, county government, city government, civic and social associations

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

**MOTHER LODGE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties**

**Spring/Summer 2001**



# LABORERS, LANDSCAPING AND GROUNDSKEEPING

**OES CODE: 790410**

**19 Firms Responding – 104 Employees Represented**

## **WAGES and BENEFITS** (June/August 2001)

(Hourly wages)

Wages (Non-Union, and Union Undetermined)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$6.25-\$8.62	\$7.00
New Hires, Experienced	\$6.75-\$10.54	\$8.25
Experienced, 3 Years w/Firm	\$7.50-\$12.50	\$10.00

Wages (Union)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$10.55-\$12.79	\$10.85
New Hires, Experienced	\$6.30-\$14.10	\$12.31
Experienced, 3 Years w/Firm	\$11.19-\$15.54	\$13.00

(Some [26%] of responding employers employ union workers in this occupation.)

## **TIME BASE/HOURS WORKED**

Full Time, avg 41 hrs/wk	Most	(77%)
Part Time, avg 15 hrs/wk	Few	(7%)
Temporary/On Call, avg 40 hrs/wk	Few	(5%)
Seasonal, avg 38 hrs/wk	Few	(12%)

## **SHIFTS**

(Out of 19 firms, 19 answered this question.)

Responding employers report the following shifts are available for this occupation:

Day	All	(100%)
Swing	None	(0%)
Graveyard	None	(0%)
Other Shifts	None	(0%)

## **BENEFITS**

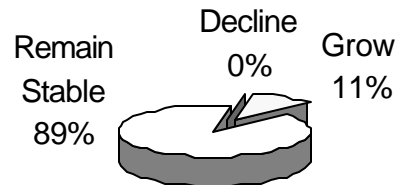
	<u>Employer Pays All</u>		<u>Share Cost</u>		<u>Employee Pays All</u>	
	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>
Medical	32%	0%	37%	0%	0%	0%
Dental	21%	0%	37%	0%	%	0%
Vision	16%	0%	26%	0%	0%	0%
Life	26%	0%	16%	0%	0%	0%
Sick	47%	5%	5%	0%	0%	0%
Vacation	68%	5%	11%	0%	0%	0%
Retirement	26%	0%	16%	0%	5%	0%
Child Care	0%	1%	5%	0%	0%	0%

## **PROJECTIONS**

Growth Rate, 1997-2004:

24.1%, Faster than average

Responding employers expect this occupation's employment over the next 24 months to:



## **OTHER INFORMATION**

### **PROMOTIONAL OPPORTUNITIES**

(Out of 19 firms, 19 firms responded)

**Many** (58%) of responding employers may promote employees to: leadman, foreman, supervisor, salesperson, gardener, assistant greenskeeper, head gardener, building maintenance worker II & III, maintenance worker II & III, director of operations

For additional information about this occupation, refer to the Occupational Outlook Handbook, pages 511 and 331, and the California Occupational Guides, No. 320. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

Standard Occupational Classification System (SOC)  
Code: 37-3011

## **CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)**

The following providers are listed in the Local Training Providers Section of the 2001 Occupational Outlook Report:

Amador County ROP, page 195

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.  
**MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties** Spring/Summer 2001

# MACHINISTS

OES CODE: 891080

15 Firms Responding-- 89 Employees Represented

## DESCRIPTION OF OCCUPATION

Machinists set up and operate machine tools and fit and assemble parts to make or repair metal parts, mechanisms, tools or machines by applying their knowledge of mechanics, shop mathematics, metal properties, and layout machining procedures. They study specifications, such as blue-prints, sketches, or descriptions of parts to be replaced, and they plan sequences of operations.

## EMPLOYER REQUIREMENTS

### EDUCATION

Less than High School Diploma	Some	(33%)
High School Diploma or Equivalent	Most	(67%)
Associate Degree (2 Year)	None	(0%)
Bachelor Degree (4 Year)	None	(0%)
Graduate Study	None	(0%)

### TRAINING/EXPERIENCE

	Yes	No	Preferred	No Response
Work Experience Required	73%	13%	13%	0%
Other Occupational Experience Accepted	20%	53%		27%
Training in Lieu Of Experience Accepted	27%	60%		13%
Technical/Vocational Training Required	33%	27%	40%	0%

## SKILLS, LICENSES and OTHER REQUIREMENTS

*Skills needed for job entry:*

**Skills:** Test equipment, software or procedures; inspect and evaluate quality; operate equipment or systems; use mathematics to solve problems; analyze requirements to create design; determine kind of tools and equipment needed; monitor gauges, dials, or other indicators

**Knowledge:** Machines and tools; design techniques, principles; tools and instruments; use of precision technical plans, blueprints, drawings, and models; basic mathematics; inputs, outputs, raw materials, waste, quality control, costs, and techniques for manufacture and distribution

**Abilities:** Imagination; quickly and repeatedly make precise adjustments in moving controls to exact positions; good vision; read and understand written information; quickly make coordinated movements with hands and/or arms

### License or certification:

No license or other certification needed.

## COMPUTER SOFTWARE SKILLS

*The following number of responding employers reported they seek applicants with:*

Word Processing	0	Spreadsheet	0
Database	1	Desktop Publishing	0

## SUPPLY and DEMAND

*Responding employers reported the following difficulty finding fully qualified applicants:*

Experienced:	Very difficult
Inexperienced:	Moderately difficult

## TURNOVER

*Responding employers reported a total of 23 persons hired in this occupation during the last 12 months to fill the following vacancies.*

New Positions (Growth)	Some	(30%)
Employees Leaving	Most	(61%)
Promotions	None	(0%)
Temporary	Few	(9%)

## RECRUITMENT METHODS

(Out of 15 firms, 15 answered this question.)

*The three most successful recruitment methods used by responding employers are:*

Employee Referrals	Many	(53%)
Newspaper Ads	Many	(47%)
Walk-In Applicants	Many	(53%)

## SIZE OF OCCUPATION

**SIZE OF OCCUPATION:** Medium (80 to 100)

**GENDER:** Female employees 6 (7%)  
Male employees 83 (93%)

## WHERE THE JOBS ARE (in survey area)

*Major employing industries:*

Sawmills and planing mills; machine tools, metal cutting types; food products machinery; industrial furnaces and ovens; carburetors, pistons, rings, valves; industrial machinery; process control instruments; city government

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Spring/Summer 2001

# MACHINISTS

OES CODE: 891080

15 Firms Responding -- 89 Employees Represented

## WAGES and BENEFITS (June/August 2001) (Hourly wages)

Wages (Union, Non-Union, and Union Undetermined)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$7.00-\$8.00	\$7.25
New Hires, Experienced	\$8.00-\$18.74	\$12.00
Experienced, 3 Years w/Firm	\$10.00-\$19.00	\$15.00

(A **few** [7%] responding employers employ union workers in this occupation. A **few** [13%] responding employers offer bonuses.)

## TIME BASE/HOURS WORKED

Full Time, avg 41 hrs/wk	Almost all	(89%)
Part Time, avg 24 hrs/wk	Few	(9%)
Temporary/On Call, avg 18 hrs/wk	Few	(2%)
Seasonal, avg 0 hrs/wk	None	(0%)

## SHIFTS

(Out of 15 firms, 15 answered this question.)

Responding employers report the following shifts are available for this occupation:

Day	Almost All	(93%)
Swing	Some	(27%)
Graveyard	None	(0%)
Other Shifts	None	(0%)

## BENEFITS

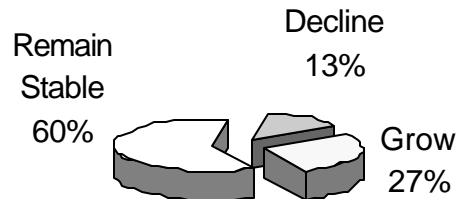
	<u>Employer Pays All</u>		<u>Share Cost</u>		<u>Employee Pays All</u>	
	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>
Medical	53%	7%	33%	13%	0%	0%
Dental	13%	0%	27%	7%	0%	0%
Vision	13%	0%	20%	7%	0%	0%
Life	33%	7%	0%	0%	7%	0%
Sick	40%	7%	0%	0%	0%	0%
Vacation	100%	13%	0%	0%	0%	0%
Retirement	33%	7%	33%	0%	7%	7%
Child Care	0%	0%	0%	0%	0%	0%

## PROJECTIONS

Growth Rate, 1997-2004:

25.0%, Faster than average

Responding employers expect this occupation's employment over the next 24 months to:



## OTHER INFORMATION

### PROMOTIONAL OPPORTUNITIES

(Out of 15 firms, 15 firms responded)

**Many** (53%) of responding employers may promote employees to: Supervisor, leadman, maintenance supervisor, journeyman machinist, assistant machinist A and B, team leader, manager.

For additional information about this occupation, refer to the Occupational Outlook Handbook, page 457, and the California Occupational Guides, No. 9. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

Standard Occupational Classification System (SOC)  
Code: 51-4041.

## CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)

None listed

# NURSE AIDES

OES CODE: 660080

10 Firms Responding-- 202 Employees Represented

## DESCRIPTION OF OCCUPATION

Nurse Aides work under the direction of nursing or medical staff to provide auxiliary services in the care of patients. They perform duties such as answering patients' call bells, serving and collecting food trays, and feeding patients. Nurse Aides may be called Assistants, Attendants, or Orderlies. Orderlies are primarily concerned with the care of male patients, setting up equipment, and relieving nurses of heavier work. Does not include Psychiatric Aides and Home Health Aides.

## EMPLOYER REQUIREMENTS

### EDUCATION

Less than High School Diploma	Some	(30%)
High School Diploma or Equivalent	Most	(70%)
Associate Degree (2 Year)	None	(0%)
Bachelor Degree (4 Year)	None	(0%)
Graduate Study	None	(0%)

### TRAINING/EXPERIENCE

	Yes	No	Preferred	No Response
Work Experience Required	50%	10%	40%	0%
Other Occupational Experience Accepted	20%	60%		20%
Training in Lieu Of Experience Accepted	60%	30%		10%
Technical/Vocational Training Required	80%	20%	0%	0%

## SKILLS, LICENSES and OTHER REQUIREMENTS

*Skills needed for job entry:*

**Skills:** Look for ways to help people; be aware of and understand others' reactions; active listening; coordination, speak effectively

**Knowledge:** Customer service; information and techniques needed to diagnose and treat injuries, diseases, and deformities; information and techniques to rehabilitate physical and mental ailments; public safety

**Abilities:** Oral and written comprehension; exert muscle force to lift, push, pull, or carry; oral communication; arm-hand steadiness; good vision

### License or certification:

Certified Nurse Aide Certificate

## COMPUTER SOFTWARE SKILLS

*The following number of responding employers reported they seek applicants with:*

Word Processing	1	Spreadsheet	1
Database	1	Desktop Publishing	0

## SUPPLY and DEMAND

*Responding employers reported the following difficulty finding fully qualified applicants:*

Experienced:	Moderately difficult
Inexperienced:	Very difficult

## TURNOVER

*Responding employers reported a total of 87 persons hired in this occupation during the last 12 months to fill the following vacancies.*

New Positions (Growth)	Some	(28%)
Employees Leaving	Many	(52%)
Promotions	Few	(2%)
Temporary	Few	(18%)

## RECRUITMENT METHODS

(Out of 10 firms, 10 answered this question.)

*The three most successful recruitment methods used by responding employers are:*

Employee Referrals	Many	(40%)
Newspaper Ads	Most	(70%)
School, program referrals	Many	(50%)

## SIZE OF OCCUPATION

**SIZE OF OCCUPATION: Very Large** (290 to 370)

<b>GENDER:</b> Female employees	196	(97%)
Male employees	6	(3%)

## WHERE THE JOBS ARE (in survey area)

*Major employing industries:*

Rooming and boarding houses, offices and clinics of medical doctors, skilled nursing care facilities, general medical and surgical hospitals, home health care services, residential care services

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODGE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Spring/Summer 2001

# NURSE AIDES

OES CODE: 660080

10 Firms Responding – 202 Employees Represented

## WAGES and BENEFITS (June/August 2001)

(Hourly wages)

Wages (Union, Non-Union, and Union Undetermined)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$6.50-\$9.05	\$7.00
New Hires, Experienced	\$7.25-\$9.00	\$8.25
Experienced, 3 Years w/Firm	\$8.00-\$12.00	\$9.69

(A **few** [10%] responding employers employ union workers in this occupation. **Some** [30%] responding employers pay a bonus in addition to wages.

## TIME BASE/HOURS WORKED

Full Time, avg 40 hrs/wk	Most	(75%)
Part Time, avg 25 hrs/wk	Few	(9%)
Temporary/On Call, avg 14 hrs/wk	Few	(16%)
Seasonal, avg 0 hrs/wk	None	(0%)

## SHIFTS

(Out of 10 firms, 10 answered this question.)

Responding employers report the following shifts are available for this occupation:

Day	All	(100%)
Swing	Most	(60%)
Graveyard	Almost All	(80%)
Other Shifts	Some	(30%)

## BENEFITS

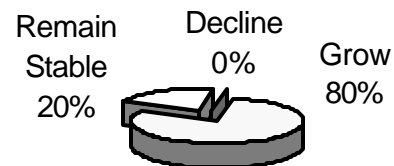
	<u>Employer Pays All</u>		<u>Share Cost</u>		<u>Employee Pays All</u>	
	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>
Medical	40%	0%	30%	20%	0%	0%
Dental	30%	0%	30%	20%	0%	0%
Vision	20%	10%	20%	10%	10%	0%
Life	30%	10%	10%	0%	10%	0%
Sick	70%	30%	10%	0%	0%	0%
Vacation	80%	30%	0%	0%	0%	0%
Retirement	20%	10%	30%	10%	10%	0%
Child Care	0%	0%	0%	0%	0%	0%

## PROJECTIONS

Growth Rate, 1997-2004:

27.6%, Much faster than average

Responding employers expect this occupation's employment over the next 24 months to:



## OTHER INFORMATION

### PROMOTIONAL OPPORTUNITIES

(Out of 10 firms, 10 firms responded)

**Most** (70%) of responding employers may promote employees to: Medicine assistant, administrative supervisor, restorative nurse aide, certified nurse aide II & III, senior home health aide, ward clerk, staffing, certified nurse aide 2, supervisor.

For additional information about this occupation, refer to the Occupational Outlook Handbook, page 343; the California Occupational Guides, No.442; and the California Professional & Business License Handbook, Sixth Edition 1999, page 163. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>

Standard Occupational Classification System (SOC)  
Code: 31-1012.

## CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)

The following providers are listed in the Local Training Providers Section of the 2001 Occupational Outlook Report:

Mariposa Adult Education, page 172

Beverly Health Care, page 188

Amador County ROP, page 195

Calaveras County ROP, page 198

Tuolumne County ROP, page 205

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODGE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Spring/Summer 2001

# PHARMACY AIDES

OES CODE: 660260

8 Firms Responding -- 19 Employees Represented

## DESCRIPTION OF OCCUPATION

Pharmacy Aides record drugs delivered to the pharmacy, store incoming merchandise, and inform the supervisor of stock needs. They may operate cash register and accept prescriptions for filling.

## COMPUTER SOFTWARE SKILLS

The following number of responding employers reported they seek applicants with:

Word Processing	1	Spreadsheet	1
Database	1	Desktop Publishing	0

## EMPLOYER REQUIREMENTS

### EDUCATION

Less than High School Diploma	Few	(13%)
High School Diploma or Equivalent	Almost all	(88%)
Associate Degree (2 Year)	None	(0%)
Bachelor Degree (4 Year)	None	(0%)
Graduate Study	None	(0%)

## SUPPLY and DEMAND

Responding employers reported the following difficulty finding fully qualified applicants:

Experienced:	Not difficult
Inexperienced:	Moderately difficult

### TRAINING/EXPERIENCE

	Yes	No	Preferred	No Response
Work Experience Required	13%	38%	50%	0%
Other Occupational Experience Accepted	37%	25%		38%
Training in Lieu Of Experience Accepted	50%	13%		38%
Technical/Vocational Training Required	13%	88%	0%	0%

### TURNOVER

Responding employers reported a total of 6 persons hired in this occupation during the last 12 months to fill the following vacancies.

New Positions (Growth)	Few	(17%)
Employees Leaving	Most	(67%)
Promotions	Few	(17%)
Temporary	None	(0%)

## SKILLS, LICENSES and OTHER REQUIREMENTS

Skills needed for job entry:

Skills: Not available

Knowledge: Not available

Abilities: Not available

## RECRUITMENT METHODS

(Out of 8 firms, 8 answered this question.)

The three most successful recruitment methods used by responding employers are:

Walk-In Applicants	Some	(38%)
Newspaper Ads	Almost all	(88%)
In-House Promotion or Transfer	Some	(38%)

### License or certification:

No license or other certification needed.

## SIZE OF OCCUPATION

**SIZE OF OCCUPATION:** Not available

<b>GENDER:</b> Female employees	17	(89%)
Male employees	2	(11%)

## WHERE THE JOBS ARE (in survey area)

Major employing industries:

Grocery stores, general medical and surgical hospitals, drug stores and proprietary stores, department stores

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Spring/Summer 2001

# PHARMACY AIDES

**OES CODE: 660260**

**8 Firms Responding -- 19 Employees Represented**

## **WAGES and BENEFITS** (June/August 2001)

(Hourly wages)

Wages (Non-Union, and Union Undetermined)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$6.50-\$8.70	\$7.00
New Hires, Experienced	\$7.00-\$9.97	\$7.75
Experienced, 3 Years w/Firm	\$8.50-\$12.00	\$9.00

Wages (Union)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	Insufficient data	\$7.10
New Hires, Experienced	\$8.00-\$8.00	\$8.00
Experienced, 3 Years w/Firm	\$11.73-\$12.00	\$11.85

(**Some** [38%] responding employers employ union workers in this occupation.)

## **TIME BASE/HOURS WORKED**

Full Time, avg 40 hrs/wk	Almost all	(89%)
Part Time, avg 30 hrs/wk	Few	(11%)
Temporary/On Call, avg 0 hrs/wk	None	(0%)
Seasonal, avg 0 hrs/wk	None	(0%)

## **SHIFTS**

(Out of 8 firms, 8 answered this question.)

*Responding employers report the following shifts are available for this occupation:*

Day	Almost all	(88%)
Swing	Some	(25%)
Graveyard	None	(0%)
Other Shifts	Few	(13%)

## **BENEFITS**

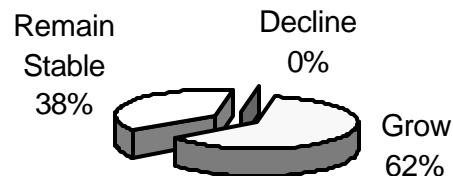
	<u>Employer Pays All</u>		<u>Share Cost</u>		<u>Employee Pays All</u>	
	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>
Medical	50%	0%	25%	0%	0%	0%
Dental	38%	0%	25%	0%	0%	0%
Vision	25%	0%	38%	0%	0%	0%
Life	25%	0%	25%	0%	0%	0%
Sick	50%	13%	25%	0%	0%	0%
Vacation	63%	13%	13%	0%	0%	0%
Retirement	13%	0%	38%	0%	13%	0%
Child Care	0%	0%	0%	0%	0%	0%

## **PROJECTIONS**

Growth Rate, 1997-2004:

Not available

*Responding employers expect this occupation's employment over the next 24 months to:*



## **OTHER INFORMATION**

### **PROMOTIONAL OPPORTUNITIES**

(Out of 8 firms, 8 firms responded)

**All** (100%) responding employers may promote employees to: Pharmacy technician, pharmacy technician I

For additional information about this occupation, refer to the Occupational Outlook Handbook, page 231. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

Standard Occupational Classification System (SOC)  
Code: 31-9095

## **CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)**

None listed

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

**MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties**

**Spring/Summer 2001**

# PHARMACY TECHNICIANS

OES CODE: 325180

15 Firms Responding-- 45 Employees Represented

## DESCRIPTION OF OCCUPATION

Pharmacy Technicians fill orders for unit doses and prepackaged pharmaceuticals and perform other related duties under the supervision and direction of a pharmacy supervisor or staff pharmacist. Duties include keeping records of drugs delivered to the pharmacy, storing incoming merchandise in proper locations, and informing the supervisor of stock needs and shortages. They may clean equipment used in the performance of duties and assist in the care and maintenance of equipment and supplies.

## EMPLOYER REQUIREMENTS

### EDUCATION

Less than High School Diploma	None	(0%)
High School Diploma or Equivalent	All	(100%)
Associate Degree (2 Year)	None	(0%)
Bachelor Degree (4 Year)	None	(0%)
Graduate Study	None	(0%)

### TRAINING/EXPERIENCE

	Yes	No	Preferred	No Response
Work Experience Required	80%	0%	20%	0%
Other Occupational Experience Accepted	20%	80%		0%
Training in Lieu Of Experience Accepted	53%	47%		0%
Technical/Vocational Training Required	87%	13%	0%	0%

## SKILLS, LICENSES and OTHER REQUIREMENTS

*Skills needed for job entry:*

Skills: Reading comprehension; use mathematics and scientific methods to solve problems; active listening; find and identify essential information

Knowledge: Administrative and clerical procedures and systems; information and techniques needed to diagnose and treat injuries, diseases, and deformities; basic computer; advanced mathematics; composition, structure, and properties of substances and their chemical processes and transformations

Abilities: Follow given rule or set of rules to arrange things or actions in a certain order; basic math; oral and written comprehension; good vision

### License or certification:

Pharmacy Technician Certificate

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODGE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Spring/Summer 2001

## COMPUTER SOFTWARE SKILLS

*The following number of responding employers reported they seek applicants with:*

Word Processing	4	Spreadsheet	1
Database	2	Desktop Publishing	0

## SUPPLY and DEMAND

*Responding employers reported the following difficulty finding fully qualified applicants:*

Experienced:	Moderately difficult
Inexperienced:	Moderately difficult

## TURNOVER

*Responding employers reported a total of 9 persons hired in this occupation during the last 12 months to fill the following vacancies.*

New Positions (Growth)	Many	(44%)
Employees Leaving	Many	(56%)
Promotions	None	(0%)
Temporary	None	(0%)

## RECRUITMENT METHODS

(Out of 15 firms, 15 answered this question.)

*The three most successful recruitment methods used by responding employers are:*

Employee Referrals	Some	(33%)
Newspaper Ads	Most	(60%)
In-House Promotion or Transfer	Many	(47%)

## SIZE OF OCCUPATION

**SIZE OF OCCUPATION:** Small (40 to 50)

**GENDER:** Female employees 42 (93%)  
Male employees 3 (7%)

## WHERE THE JOBS ARE (in survey area)

*Major employing industries:*

Drug stores and proprietary stores, department stores, general medical and surgical hospitals, grocery stores.



# PHARMACY TECHNICIANS

**OES CODE: 325180**

**15 Firms Responding -- 45 Employees Represented**

## **WAGES and BENEFITS** (June/August 2001)

(Hourly wages)

Wages (Non-Union, and Union Undetermined)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	Insufficient data	\$11.08
New Hires, Experienced	\$9.00-\$13.00	\$10.74
Experienced, 3 Years w/Firm	\$11.84-\$15.00	\$13.50

Wages (Union)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	Insufficient data	\$9.00
New Hires, Experienced	\$10.00-\$12.90	\$12.03
Experienced, 3 Years w/Firm	\$13.00-\$14.90	\$14.18

(**Some** [27%] of responding employers employ union workers in this occupation.)

## **TIME BASE/HOURS WORKED**

Full Time, avg 40 hrs/wk	Most	(71%)
Part Time, avg 26 hrs/wk	Some	(29%)
Temporary/On Call, avg 0 hrs/wk	None	(0%)
Seasonal, avg 0 hrs/wk	None	(0%)

## **SHIFTS**

(Out of 15 firms, 15 answered this question.)

Responding employers report the following shifts are available for this occupation:

Day	All	(100%)
Swing	Some	(20%)
Graveyard	None	(0%)
Other Shifts	Few	(7%)

## **BENEFITS**

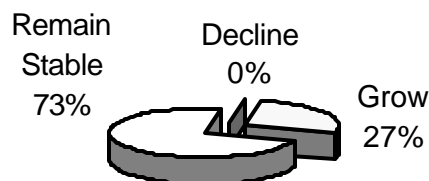
	<u>Employer Pays All</u>		<u>Share Cost</u>		<u>Employee Pays All</u>	
	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>
Medical	60%	20%	13%	7%	0%	0%
Dental	53%	20%	13%	7%	0%	0%
Vision	40%	7%	20%	13%	0%	0%
Life	33%	13%	13%	0%	0%	0%
Sick	73%	27%	7%	0%	0%	0%
Vacation	80%	33%	7%	0%	0%	0%
Retirement	40%	13%	27%	13%	0%	0%
Child Care	0%	0%	7%	0%	7%	0%

## **PROJECTIONS**

Growth Rate, 1997-2004:

25%, Faster than average

Responding employers expect this occupation's employment over the next 24 months to:



## **OTHER INFORMATION**

### **PROMOTIONAL OPPORTUNITIES**

(Out of 15 firms, 15 firms responded)

**Many** (40%) of responding employers may promote employees to: Corporate level, pharmacy technician II, coordinator, new opens, new accounts trainer, office staff, supervisor.

For additional information about this occupation, refer to the Occupational Outlook Handbook, page 231, the California Occupational Guides, No. 456, and the California Professional & Business License Handbook, Sixth Edition 1999, page 80. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

Standard Occupational Classification System (SOC)  
Code: 29-2052.

## **CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)**

None listed

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.  
**MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties** Spring/Summer 2001

# RECEPTIONISTS AND INFORMATION CLERKS

OES CODE: 553050

34 Firms Responding-- 121 Employees Represented

## DESCRIPTION OF OCCUPATION

Receptionists and Information Clerks answer inquiries and obtain information for the general public (customers, visitors, and other interested parties) concerning activities conducted at an establishment, such as the location of offices or persons within the firm, departments within the stores, or services within the hotel. They may perform a variety of other clerical duties. Does not include Receptionists who primarily operate switchboards.

## EMPLOYER REQUIREMENTS

### EDUCATION

Less than High School Diploma	Few	(9%)
High School Diploma or Equivalent	Almost All	(91%)
Associate Degree (2 Year)	None	(0%)
Bachelor Degree (4 Year)	None	(0%)
Graduate Study	None	(0%)

### TRAINING/EXPERIENCE

	Yes	No	Preferred	No Response
Work Experience Required	32%	15%	53%	0%
Other Occupational Experience Accepted	62%	18%		20%
Training in Lieu Of Experience Accepted	62%	23%		15%
Technical/Vocational Training Required	12%	71%	18%	0%

## SKILLS, LICENSES and OTHER REQUIREMENTS

*Skills needed for job entry:*

**Skills:** Effective speaking; active listening; look for ways to help people; coordination; be aware of and understand others' reactions

**Knowledge:** Administrative and clerical procedures and systems; customer service; English language; operation of telecommunications systems; basic mathematics

**Abilities:** Oral and written communication and comprehension

### License or certification:

No license or other certification needed.

## COMPUTER SOFTWARE SKILLS

*The following number of responding employers reported they seek applicants with:*

Word Processing	26	Spreadsheet	12
Database	12	Desktop Publishing	4

## SUPPLY and DEMAND

*Responding employers reported the following difficulty finding fully qualified applicants:*

Experienced:	Very difficult
Inexperienced:	Very difficult

## TURNOVER

*Responding employers reported a total of 54 persons hired in this occupation during the last 12 months to fill the following vacancies.*

New Positions (Growth)	Few	(7%)
Employees Leaving	Some	(26%)
Promotions	Few	(17%)
Temporary	Many	(50%)

## RECRUITMENT METHODS

(Out of 34 firms, 34 answered this question.)

*The three most successful recruitment methods used by responding employers are:*

Employee Referrals	Most	(68%)
Newspaper Ads	Most	(76%)
In-House Promotion or Transfer	Many	(41%)

## SIZE OF OCCUPATION

**SIZE OF OCCUPATION:** Very Large (300 to 370)

<b>GENDER:</b> Female employees	110	(91%)
Male employees	11	(9%)

## WHERE THE JOBS ARE (in survey area)

*Major employing industries:* Veterinary services; logging; industrial machinery; computer and software stores; state commercial banks; insurance agents; beauty shops; disinfecting and pest control; employment agencies; prepackaged software services; amusement and recreation services; offices and clinics of medical doctors; offices and clinics of dentists; offices and clinics of optometrists; skilled nursing care facilities; general medical and surgical hospitals; kidney dialysis centers; legal services; job training services; residential care; social services; civic and social associations; business consulting; city government; land, mineral, and wildlife conservation.

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODGE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Spring/Summer 2001

# RECEPTIONISTS AND INFORMATION CLERKS

**OES CODE: 553050**

**34 Firms Responding – 121 Employees Represented**

## **WAGES and BENEFITS** (June/August 2001) (Hourly wages)

Wages (Non-Union, and Union Undetermined)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$6.25-\$10.17	\$7.25
New Hires, Experienced	\$6.50-\$10.73	\$8.00
Experienced, 3 Years w/Firm	\$7.00-\$14.00	\$10.00

(None [0%] of responding employers employ union workers in this occupation.) A few (9%) of responding employers offer incentives, bonuses, or commissions.

## **TIME BASE/HOURS WORKED**

Full Time, avg 39 hrs/wk	Many	(55%)
Part Time, avg 22 hrs/wk	Some	(25%)
Temporary/On Call, avg 20 hrs/wk	Few	(7%)
Seasonal, avg 40 hrs/wk	Few	(13%)

## **SHIFTS**

(Out of 34 firms, 34 answered this question.)

Responding employers report the following shifts are available for this occupation:

Day	All	(100%)
Swing	Few	(9%)
Graveyard	None	(0%)
Other Shifts	None	(0%)

## **BENEFITS**

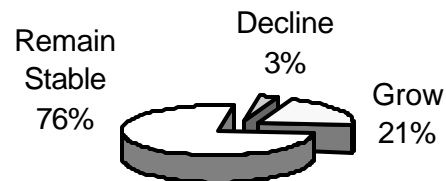
	<u>Employer Pays All</u>		<u>Share Cost</u>		<u>Employee Pays All</u>	
	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>
Medical	35%	0%	26%	15%	3%	3%
Dental	18%	0%	18%	15%	9%	3%
Vision	15%	3%	9%	9%	3%	0%
Life	29%	0%	3%	6%	6%	3%
Sick	62%	15%	0%	3%	0%	0%
Vacation	76%	21%	3%	3%	3%	3%
Retirement	24%	3%	26%	6%	6%	6%
Child Care	0%	0%	0%	3%	0%	0%

## **PROJECTIONS**

Growth Rate, 1997-2004:

23.3%, Faster than average

Responding employers expect this occupation's employment over the next 24 months to:



## **OTHER INFORMATION**

### **PROMOTIONAL OPPORTUNITIES**

(Out of 34 firms, 34 firms responded)

**Most** (71%) of responding employers may promote employees to: Executive secretary, interpretive specialist, supervisor, information assistance, information supervisor, resource specialist, career counselor, contract administrator, office manager, administrative assistant, department support, department manager, licensed insurance agent, legal secretary, assistant administrator, purchasing agent, personnel, back office, account manager, office clerk, account clerk, optical services manager, central supply.

For additional information about this occupation, refer to the Occupational Outlook Handbook, page 300, and the California Occupational Guides, No. 21. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

Standard Occupational Classification System (SOC)  
Code: 43-4171.

## **CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)**

The following providers are listed in the Local Training Providers Section of the 2001 Occupational Outlook Report:

**Mariposa High School Adult Education**, page 173

**Columbia College**, page 175

**Computer Career Training**, page 192

**Amador County ROP**, page 195

**Calaveras County ROP**, page 198

**Tuolumne County ROP**, page 20

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

**MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties**

**Spring/Summer 2001**

# REGISTERED NURSES

OES CODE: 325020

22 Firms Responding-- 303 Employees Represented

## DESCRIPTION OF OCCUPATION

Registered Nurses administer nursing care to ill or injured persons. This group includes administrative, public health, industrial, private duty, and surgical nurses. Licensing or registration is required. Does not include Nursing Instructors and Teachers.

## EMPLOYER REQUIREMENTS

### EDUCATION

Less than High School Diploma	None	(0%)
High School Diploma or Equivalent	Few	(5%)
Associate Degree (2 Year)	Most	(64%)
Bachelor Degree (4 Year)	Some	(32%)
Graduate Study	None	(0%)

### TRAINING/EXPERIENCE

	Yes	No	Preferred	No Response
Work Experience Required	50%	23%	27%	0%
Other Occupational Experience Accepted	0%	77%		23%
Training in Lieu Of Experience Accepted	13%	64%		23%
Technical/Vocational Training Required	95%	0%	5%	0%

## SKILLS, LICENSES and OTHER REQUIREMENTS

*Skills needed for job entry:*

Skills: Speak effectively; look for ways to help people; reading comprehension; be aware of and understand others' reactions; judgment and decision making

Knowledge: Information and techniques needed to diagnose and treat injuries, diseases, and deformities; biology; customer service; composition, structure, and properties of substances and their processes and transformations; information and techniques needed to rehabilitate physical and mental ailments

Abilities: Oral and written communication and comprehension; know when something is wrong or likely to go wrong

### License or certification:

Registered Nurse License

## COMPUTER SOFTWARE SKILLS

*The following number of responding employers reported they seek applicants with:*

Word Processing	3	Spreadsheet	0
Database	4	Desktop Publishing	0

## SUPPLY and DEMAND

*Responding employers reported the following difficulty finding fully qualified applicants:*

Experienced:	Very difficult
Inexperienced:	Very difficult

## TURNOVER

*Responding employers reported a total of 70 persons hired in this occupation during the last 12 months to fill the following vacancies.*

New Positions (Growth)	Few	(14%)
Employees Leaving	Most	(70%)
Promotions	Few	(1%)
Temporary	Few	(14%)

## RECRUITMENT METHODS

(Out of 22 firms, 22 answered this question.)

*The three most successful recruitment methods used by responding employers are:*

Employee Referrals	Most	(64%)
Newspaper Ads	Almost all	(82%)
In-House Promotion or Transfer	Some	(23%)
Walk-In Applicants	Some	(23%)

## SIZE OF OCCUPATION

**SIZE OF OCCUPATION:** Very Large (630 to 740)

<b>GENDER:</b> Female employees	280	(92%)
Male employees	23	(8%)

## WHERE THE JOBS ARE (in survey area)

*Major employing industries:*

Offices and clinics of medical doctors, skilled nursing care facilities, general medical and surgical hospitals, home health care services, kidney dialysis centers, specialty outpatient clinics, individual and family services, county government, correctional institutions.

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODGE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Spring/Summer 2001

# REGISTERED NURSES

**OES CODE: 325020**

**22 Firms Responding – 303 Employees Represented**

## **WAGES and BENEFITS** (June/August 2001) (Hourly wages)

Wages (Non-Union, and Union Undetermined)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$ 8.00-\$23.00	\$19.06
New Hires, Experienced	\$10.50-\$25.00	\$20.01
Experienced, 3 Years w/Firm	\$13.00-\$27.00	\$21.63

Wages (Union)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$19.40-\$22.46	\$19.71
New Hires, Experienced	\$18.00-\$23.58	\$20.00
Experienced, 3 Years w/Firm	\$20.00-\$28.67	\$24.00

(**Some** [23%] of responding employers employ union workers in this occupation. **Some** [23%] of responding employers offer mileage, per diem, bonuses and/or shift differentials.)

## **TIME BASE/HOURS WORKED**

Full Time, avg 39 hrs/wk	Many	(59%)
Part Time, avg 21 hrs/wk	Some	(23%)
Temporary/On Call, avg 13 hrs/wk	Few	(18%)
Seasonal, avg 0 hrs/wk	None	(0%)

## **SHIFTS**

(Out of 22 firms, 22 answered this question.)

*Responding employers report the following shifts are available for this occupation:*

Day	All	(100%)
Swing	Some	(23%)
Graveyard	Few	(18%)
Other Shifts	Some	(23%)

## **BENEFITS**

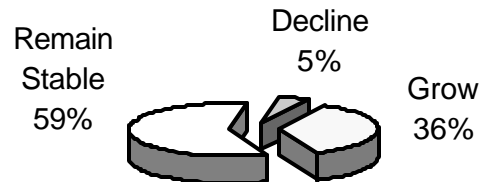
	<u>Employer Pays All</u>		<u>Share Cost</u>		<u>Employee Pays All</u>	
	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>
Medical	45%	23%	27%	23%	0%	0%
Dental	27%	9%	27%	27%	0%	0%
Vision	32%	9%	18%	18%	5%	5%
Life	45%	14%	9%	9%	5%	5%
Sick	68%	27%	5%	5%	5%	0%
Vacation	68%	32%	5%	5%	5%	0%
Retirement	32%	9%	23%	18%	9%	5%
Child Care	0%	0%	0%	0%	0%	0%

## **PROJECTIONS**

Growth Rate, 1997-2004:

17.5%, Faster than average

*Responding employers expect this occupation's employment over the next 24 months to:*



## **OTHER INFORMATION**

### **PROMOTIONAL OPPORTUNITIES**

(Out of 22 firms, 22 firms responded)

**Many** (59%) of responding employers may promote employees to: supervising registered nurse, CF, case manager, supervisor, PHN II, supervising registered nurse-CF, head nurse, nurse manager, assistant director of nursing, registered nurse II & III, management, nurse supervisor, lead nurse, clinical director.

For additional information about this occupation, refer to the Occupational Outlook Handbook, page 210; the California Occupational Guides, No. 29; and the California Professional & Business License Handbook, Sixth Edition 1999, page 88. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

Standard Occupational Classification System (SOC)  
Code: 29-1111

## **CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)**

None listed

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

**MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties**

**Spring/Summer 2001**

# SALESPERSONS--RETAIL (EXCEPT VEHICLE SALES)

OES CODE: 490112

17 Firms Responding-- 280 Employees Represented

## DESCRIPTION OF OCCUPATION

Retail Salespersons (except Vehicle Sales) sell a variety of merchandise to the public. They assist the customer in making selections, obtain or receive the merchandise, total the bill, receive the payment in cash or by check or credit card, operate a cash register, and make change for the customer. They may stock shelves and set up advertising displays. Does not include workers who work primarily as Cashiers.

## EMPLOYER REQUIREMENTS

### EDUCATION

Less than High School Diploma	Some	(24%)
High School Diploma or Equivalent	Most	(76%)
Associate Degree (2 Year)	None	(0%)
Bachelor Degree (4 Year)	None	(0%)
Graduate Study	None	(0%)

### TRAINING/EXPERIENCE

	Yes	No	Preferred	No Response
Work Experience Required	12%	29%	59%	0%
Other Occupational Experience Accepted	41%	29%		30%
Training in Lieu Of Experience Accepted	47%	24%		29%
Technical/Vocational Training Required	6%	76%	18%	0%

## SKILLS, LICENSES and OTHER REQUIREMENTS

*Skills needed for job entry:*

Skills: Look for ways to help people; speak effectively; be aware of and understand others' reactions; active listening; use mathematics to solve problems

Knowledge: Principles and methods involved in showing, promoting, and selling products or services; customer service; basic mathematics; English language; administrative and clerical procedures and systems

Abilities: Oral communication and comprehension; follow a rule or set of rules to arrange things or actions in a certain order

### License or certification:

No license or other certification needed.

## COMPUTER SOFTWARE SKILLS

*The following number of responding employers reported they seek applicants with:*

Word Processing	3	Spreadsheet	2
Database	2	Desktop Publishing	0

## SUPPLY and DEMAND

*Responding employers reported the following difficulty finding fully qualified applicants:*

Experienced:	Very difficult
Inexperienced:	Moderately difficult

## TURNOVER

*Responding employers reported a total of 106 persons hired in this occupation during the last 12 months to fill the following vacancies.*

New Positions (Growth)	Few	(9%)
Employees Leaving	Most	(67%)
Promotions	Some	(21%)
Temporary	Few	(3%)

## RECRUITMENT METHODS

(Out of 17 firms, 17 answered this question.)

*The three most successful recruitment methods used by responding employers are:*

Employee Referrals	Most	(76%)
Newspaper Ads	Most	(71%)
Walk- In Applicants	Almost All	(88%)

## SIZE OF OCCUPATION

**SIZE OF OCCUPATION: Very Large** (1170 to 1440)

<b>GENDER:</b> Female employees	180 (64%)
Male employees	100 (36%)

## WHERE THE JOBS ARE (in survey area)

*Major employing industries:*

Wine and distilled beverages; lumber and other building materials; hardware stores; department stores; miscellaneous general merchandise stores; grocery stores; auto and home supply stores; women's clothing stores; miscellaneous apparel and accessory stores; furniture stores; floor covering stores; computer and software stores; sporting goods and bicycle shops; gift, novelty, and souvenir shops; florists; miscellaneous retail stores

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Spring/Summer 2001

# SALESPERSONS--RETAIL (EXCEPT VEHICLE SALES)

**OES CODE: 490112**

**17 Firms Responding -- 280 Employees Represented**

## **WAGES and BENEFITS** (June/August 2001) (Hourly wages)

Wages (Union, Non-Union, and Union Undetermined)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$6.25-\$8.00	\$6.50
New Hires, Experienced	\$6.25-\$9.50	\$8.00
Experienced, 3 Years w/Firm	\$6.50-\$12.00	\$10.00

(None [0%] of responding employers employ union workers in this occupation.) A **few** (12%) of responding employers pay commissions in addition to wages. One employer paid commission only and is not included in this report.

## **TIME BASE/HOURS WORKED**

Full Time, avg 40 hrs/wk	Many	(57%)
Part Time, avg 24 hrs/wk	Many	(41%)
Temporary/On Call, avg 21 hrs/wk	Few	(1%)
Seasonal, avg 20 hrs/wk	Few	(1%)

## **SHIFTS**

(Out of 17 firms, 17 answered this question.)

Responding employers report the following shifts are available for this occupation:

Day	All	(100%)
Swing	Few	(6%)
Graveyard	None	(0%)
Other Shifts	Few	(6%)

## **BENEFITS**

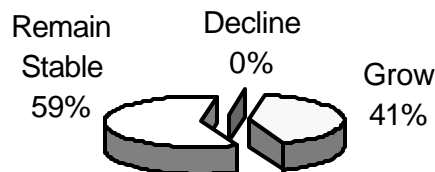
	<u>Employer Pays All</u>		<u>Share Cost</u>		<u>Employee Pays All</u>	
	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>
Medical	41%	18%	35%	6%	0%	0%
Dental	35%	18%	24%	0%	0%	0%
Vision	12%	12%	12%	0%	0%	0%
Life	29%	18%	6%	0%	0%	0%
Sick	53%	18%	0%	0%	0%	0%
Vacation	76%	24%	0%	0%	0%	0%
Retirement	24%	12%	29%	12%	0%	0%
Child Care	0%	0%	0%	0%	0%	0%

## **PROJECTIONS**

Growth Rate, 1997-2004:

23.1%, Faster than average

Responding employers expect this occupation's employment over the next 24 months to:



## **OTHER INFORMATION**

### **PROMOTIONAL OPPORTUNITIES**

(Out of 17 firms, 17 firms responded)

**Many** (59%) of responding employers may promote employees to: Store manager, wholesale, management, lead area manager, manager, outside sales, department head, assistant manager.

For additional information about this occupation, refer to the Occupational Outlook Handbook, page 274, and the California Occupational Guides, No. 536. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

Standard Occupational Classification System (SOC)  
Code: 41-2031.

## **CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)**

None listed

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

**MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties**

**Spring/Summer 2001**

# TEACHERS--SPECIAL EDUCATION

**OES CODE: 313110**

**12 Firms Responding-- 128 Employees Represented**

## **DESCRIPTION OF OCCUPATION**

Special Education Teachers teach elementary and secondary school subjects to educationally and physically handicapped students. Includes teachers who specialize and work with audibly and visually handicapped students and those who teach basic academic and life processes skills to the mentally retarded.

## **EMPLOYER REQUIREMENTS**

### **EDUCATION**

Less than High School Diploma	None	(0%)
High School Diploma or Equivalent	None	(0%)
Associate Degree (2 Year)	None	(0%)
Bachelor Degree (4 Year)	Almost All	(92%)
Graduate Study	Few	(8%)

### **TRAINING/EXPERIENCE**

	<u>Yes</u>	<u>No</u>	<u>Preferred</u>	<u>No Response</u>
Work Experience				
Required	8%	50%	42%	0%
Other Occupational				
Experience Accepted	17%	17%		66%
Training in Lieu				
Of Experience Accepted	25%	25%		50%
Technical/Vocational				
Training Required	67%	25%	8%	0%

## **SKILLS, LICENSES and OTHER REQUIREMENTS**

*Skills needed for job entry:*

Skills: Teach others; use multiple approaches when learning or teaching; speaking effectively; be aware of and understand others' reactions; planning

Knowledge: Instructional methods and training techniques; psychology; therapy and counseling techniques; English language; customer service

Abilities: Oral and written communication and comprehension; know when something is wrong or is likely to go wrong

### **License or certification:**

Teacher-Special Education

## **COMPUTER SOFTWARE SKILLS**

*The following number of responding employers reported they seek applicants with:*

Word Processing	6	Spreadsheet	1
Database	3	Desktop Publishing	1

## **SUPPLY and DEMAND**

*Responding employers reported the following difficulty finding fully qualified applicants:*

Experienced:	Very difficult
Inexperienced:	Moderately difficult

## **TURNOVER**

*Responding employers reported a total of 25 persons hired in this occupation during the last 12 months to fill the following vacancies.*

New Positions (Growth)	Some	(20%)
Employees Leaving	Many	(48%)
Promotions	Some	(28%)
Temporary	Few	(4%)

## **RECRUITMENT METHODS**

(Out of 12 firms, 12 answered this question.)

*The three most successful recruitment methods used by responding employers are:*

Colleges/Universities	Many	(42%)
Newspaper Ads	Almost All	(83%)
Internet	Many	(50%)

## **SIZE OF OCCUPATION**

**SIZE OF OCCUPATION:** Large (180 to 260)

**GENDER:** Female employees 101 (79%)  
Male employees 27 (21%)

## **WHERE THE JOBS ARE** (in survey area)

*Major employing industries:*

Elementary & secondary schools, residential care, correctional institutions

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

**MOTHER LODGE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties**

**Spring/Summer 2001**



# TEACHERS-SPECIAL EDUCATION

**OES CODE: 313110**

**12 Firms Responding – 128 Employees Represented**

## **WAGES and BENEFITS** (June/August 2001) (Yearly Salary)

Wages (Union, Non-Union, and Union Undetermined)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$30,220-\$38,508	\$34,000
New Hires, Experienced	\$34,000-\$50,899	\$38,000
Experienced, 3 Years w/Firm	\$31,985-\$53,712	\$38,151

(Almost all [92%] of responding employers employ union workers in this occupation.)

## **TIME BASE/HOURS WORKED**

Full Time, avg 36 hrs/wk	Almost all	(90%)
Part Time, avg 25 hrs/wk	Few	(10%)
Temporary/On Call, avg 0 hrs/wk	None	(0%)
Seasonal, avg 0 hrs/wk	None	(0%)

## **SHIFTS**

(Out of 12 firms, 12 answered this question.)

Responding employers report the following shifts are available for this occupation:

Day	All	(100%)
Swing	None	(0%)
Graveyard	None	(0%)
Other Shifts	Few	(8%)

## **BENEFITS**

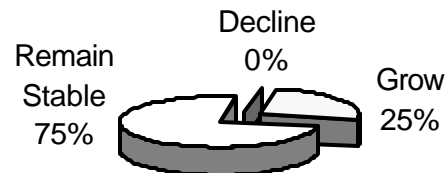
	<u>Employer Pays All</u>		<u>Share Cost</u>		<u>Employee Pays All</u>	
	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>
Medical	17%	8%	75%	25%	0%	0%
Dental	17%	17%	67%	17%	0%	0%
Vision	25%	17%	58%	17%	0%	0%
Life	8%	0%	17%	8%	0%	0%
Sick	75%	25%	17%	8%	0%	0%
Vacation	58%	17%	8%	8%	0%	0%
Retirement	17%	0%	58%	17%	0%	8%
Child Care	0%	0%	8%	0%	0%	0%

## **PROJECTIONS**

Growth Rate, 1997-2004:

44.4%, Much faster than average.

Responding employers expect this occupation's employment over the next 24 months to:



## **OTHER INFORMATION**

### **PROMOTIONAL OPPORTUNITIES**

(Out of 12 firms, 12 firms responded)

**Many** (50%) of responding employers may promote employees to: Lead instructor, superintendent, principal, administrative positions, program specialist.

For additional information about this occupation, refer to the Occupational Outlook Handbook, page 187; the California Occupational Guides, No. 110; and the California Professional & Business License Handbook, Sixth Edition 1999, page 269. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

## **CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)**

None listed

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

**MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties**

**Spring/Summer 2001**

# TELLERS

OES CODE: 531020

15 Firms Responding-- 102 Employees Represented

## DESCRIPTION OF OCCUPATION

Tellers receive and pay out money, and keep records of money and negotiable instruments involved in various financial institutions' transactions.

## EMPLOYER REQUIREMENTS

### EDUCATION

Less than High School Diploma	None	(0%)
High School Diploma or Equivalent	All	(100%)
Associate Degree (2 Year)	None	(0%)
Bachelor Degree (4 Year)	None	(0%)
Graduate Study	None	(0%)

### TRAINING/EXPERIENCE

	Yes	No	Preferred	No Response
Work Experience Required	7%	27%	67%	0%
Other Occupational Experience Accepted	53%	20%		27%
Training in Lieu Of Experience Accepted	40%	33%		27%
Technical/Vocational Training Required	13%	87%	0%	0%

### SKILLS, LICENSES and OTHER REQUIREMENTS

*Skills needed for job entry:*

Skills: Use mathematics to solve problems; look for ways to help people; speak and listen effectively; be aware of and understand others' reactions

Knowledge: Basic mathematics; economic and accounting principles and practices; administrative and clerical procedures and systems; customer service; basic computer

Abilities: Oral communication and comprehension; good vision

### License or certification:

No license or other certification needed.

### COMPUTER SOFTWARE SKILLS

*The following number of responding employers reported they seek applicants with:*

Word Processing	7	Spreadsheet	3
Database	0	Desktop Publishing	0

### SUPPLY and DEMAND

*Responding employers reported the following difficulty finding fully qualified applicants:*

Experienced:	Moderately difficult
Inexperienced:	Moderately difficult

### TURNOVER

*Responding employers reported a total of 31 persons hired in this occupation during the last 12 months to fill the following vacancies.*

New Positions (Growth)	Few	(6%)
Employees Leaving	Many	(55%)
Promotions	Some	(26%)
Temporary	Few	(13%)

### RECRUITMENT METHODS

(Out of 15 firms, 15 answered this question.)

*The three most successful recruitment methods used by responding employers are:*

Employee Referrals	Many	(47%)
Newspaper Ads	Almost All	(80%)
Walk - In Applicants	Almost All	(80%)

### SIZE OF OCCUPATION

**SIZE OF OCCUPATION:** Large (160 to 190)

**GENDER:** Female employees 100 (98%)  
Male employees 2 (2%)

### WHERE THE JOBS ARE (in survey area)

*Major employing industries:*

National commercial banks, state commercial banks, commercial banks, federal savings institutions, savings institutions-except federal.

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Spring/Summer 2001

# TELLERS

OES CODE: 531020

15 Firms Responding -- 102 Employees Represented

## WAGES and BENEFITS (June/August 2001)

(Hourly wages)

Wages (Non-Union, and Union Undetermined)

	Range	Median
New Hires, No Experience	\$6.25-\$8.40	\$7.28
New Hires, Experienced	\$6.75-\$10.00	\$8.59
Experienced, 3 Years w/Firm	\$8.00-\$12.98	\$10.00

(None [0%] of responding employers employ union workers in this occupation. **Some** [33%] of responding employers give incentives or bonuses.)

## TIME BASE/HOURS WORKED

Full Time, avg 40 hrs/wk	Many	(42%)
Part Time, avg 27 hrs/wk	Many	(56%)
Temporary/On Call, avg 23 hrs/wk	Few	(2%)
Seasonal, avg 0 hrs/wk	None	(0%)

## SHIFTS

(Out of 15 firms, 15 answered this question.)

Responding employers report the following shifts are available for this occupation:

Day	All	(100%)
Swing	None	(0%)
Graveyard	None	(0%)
Other Shifts	None	(0%)

## BENEFITS

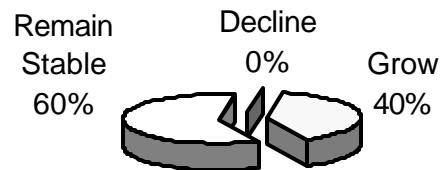
	Employer Pays All		Share Cost		Employee Pays All	
	F/T	P/T	F/T	P/T	F/T	P/T
Medical	33%	13%	47%	60%	0%	7%
Dental	27%	7%	47%	60%	0%	7%
Vision	20%	7%	33%	47%	7%	7%
Life	33%	20%	20%	27%	0%	0%
Sick	73%	67%	7%	20%	0%	0%
Vacation	73%	67%	7%	20%	0%	0%
Retirement	27%	27%	47%	47%	7%	7%
Child Care	0%	0%	0%	0%	0%	0%

## PROJECTIONS

Growth Rate, 1997-2004:

18.8%, Average

Responding employers expect this occupation's employment over the next 24 months to:



## OTHER INFORMATION

### PROMOTIONAL OPPORTUNITIES

(Out of 15 firms, 15 firms responded)

**All** (100%) of responding employers may promote employees to: Supervisor; teller I, II, III; teller coordinator; assistant branch manager; branch manager; loan interviewer; loan officer; new accounts representative; operations; customer service officer; assistants; loan; vault teller; utility teller; manager; BSO; FSO; CSM; ACSM.

Standard Occupational Classification System (SOC)

Code: 43-3071.

For additional information about this occupation, refer to the Occupational Outlook Handbook, page 289, and the California Occupational Guides, No. 109. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

## CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)

None listed

# TRUCK DRIVERS, LIGHT—INCLUDING DELIVERY AND ROUTE WORKERS

**OES CODE: 971050**

**14 Firms Responding-- 81 Employees Represented**

## **DESCRIPTION OF OCCUPATION**

Light Truck Drivers, including Delivery and Route Workers, drive vehicles with a capacity under 3 tons. They deliver or pick up merchandise and may load and unload trucks. Does not include workers whose duties include sales.

## **COMPUTER SOFTWARE SKILLS**

*The following number of responding employers reported they seek applicants with:*

Word Processing	1	Spreadsheet	0
Database	2	Desktop Publishing	0

## **EMPLOYER REQUIREMENTS**

### **EDUCATION**

Less than High School Diploma	Few	(7%)
High School Diploma or Equivalent	Almost All	(93%)
Associate Degree (2 Year)	None	(0%)
Bachelor Degree (4 Year)	None	(0%)
Graduate Study	None	(0%)

### **TRAINING/EXPERIENCE**

	Yes	No	Preferred	No Response
Work Experience Required	36%	29%	36%	0%
Other Occupational Experience Accepted	36%	21%		43%
Training in Lieu Of Experience Accepted	42%	29%		29%
Technical/Vocational Training Required	14%	71%	14%	0%

## **SKILLS, LICENSES and OTHER REQUIREMENTS**

*Skills needed for job entry:*

Skills: Operation and monitoring of equipment or systems; equipment maintenance; reading comprehension; oral and written communication; repair machines or systems

Knowledge: Principles and methods for moving people or goods; public safety; administrative and clerical procedures and systems

Abilities: Know one's location in relation to one's self; quickly respond to a signal; good vision; exert force to lift, push, pull, or carry; bend, stretch, twist, or reach with body, arms and/or legs

### **License or certification:**

No license or other certification needed.

## **SUPPLY and DEMAND**

*Responding employers reported the following difficulty finding fully qualified applicants:*

Experienced:	Very difficult
Inexperienced:	Moderately difficult

## **TURNOVER**

*Responding employers reported a total of 51 persons hired in this occupation during the last 12 months to fill the following vacancies.*

New Positions (Growth)	Few	(16%)
Employees Leaving	Many	(55%)
Promotions	Some	(24%)
Temporary	Few	(6%)

## **RECRUITMENT METHODS**

(Out of 14 firms, 14 answered this question.)

*The three most successful recruitment methods used by responding employers are:*

Employee Referrals	Most	(71%)
Newspaper Ads	Most	(64%)
Walk - In Applicants	Most	(79%)

## **SIZE OF OCCUPATION**

**SIZE OF OCCUPATION: Very Large** (230 to 290)

<b>GENDER:</b> Female employees	17	(21%)
Male employees	64	(79%)

## **WHERE THE JOBS ARE** (in survey area)

*Major employing industries:*

Special dies, tools, jigs, and fixtures; industrial machinery; courier services, except by air; air transportation, scheduled; refuse systems; automobiles and other motor vehicles; roofing siding and insulation; groceries, general line; groceries and related products; lumber and other building materials; miscellaneous general merchandise stores; auto and home supply stores; furniture stores; floor covering stores; fuel oil dealers; florists; general automotive repair shops.

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

**MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties**

**Spring/Summer 2001**

# TRUCK DRIVERS, LIGHT—INCLUDING DELIVERY AND ROUTE WORKERS

**OES CODE: 971050**

**14 Firms Responding -- 81 Employees Represented**

## **WAGES and BENEFITS** (June/August 2001) (Hourly wages)

Wages (Union, Non-Union, and Union Undetermined)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$6.25-\$11.19	\$7.50
New Hires, Experienced	\$6.25-\$12.03	\$9.50
Experienced, 3 Years w/Firm	\$8.50-\$15.00	\$12.00

(A **few** [7%] of responding employers employ union workers in this occupation. A **few** [15%] of responding employers give bonuses or pay in lieu of benefits.)

## **TIME BASE/HOURS WORKED**

Full Time, avg 40 hrs/wk	Most	(74%)
Part Time, avg 29 hrs/wk	Few	(19%)
Temporary/On Call, avg 10 hrs/wk	Few	(5%)
Seasonal, avg 45 hrs/wk	Few	(2%)

## **SHIFTS**

(Out of 14 firms, 14 answered this question.)

*Responding employers report the following shifts are available for this occupation:*

Day	All	(100%)
Swing	Few	(7%)
Graveyard	None	(0%)
Other Shifts	None	(0%)

## **BENEFITS**

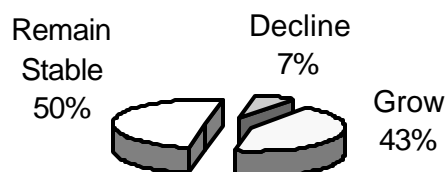
	<u>Employer Pays All</u>		<u>Share Cost</u>		<u>Employee Pays All</u>	
	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>
Medical	36%	0%	36%	0%	0%	0%
Dental	29%	0%	29%	0%	0%	0%
Vision	7%	0%	14%	0%	0%	0%
Life	14%	0%	7%	0%	0%	0%
Sick	64%	14%	0%	0%	0%	0%
Vacation	71%	21%	0%	0%	7%	0%
Retirement	29%	0%	29%	0%	0%	0%
Child Care	7%	0%	0%	0%	0%	0%

## **PROJECTIONS**

*Growth Rate, 1997-2004:*

26.1%, Faster than average

*Responding employers expect this occupation's employment over the next 24 months to:*



## **OTHER INFORMATION**

### **PROMOTIONAL OPPORTUNITIES**

(Out of 14 firms, 14 firms responded)

**Most** (71%) of responding employers may promote employees to: Salesperson, driver, sales, management, supervisor, sales manager, inside sales, counter salesperson, shipping & receiving, contract supervisor, manager, roll-off.

For additional information about this occupation, refer to the Occupational Outlook Handbook, page 505, and the California Occupational Guides, No. 563. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

Standard Occupational Classification System (SOC)  
Code: 53-3033.

### **CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)**

None listed

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

**MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties**

**Spring/Summer 2001**

# WELDERS AND CUTTERS

OES CODE: 939140

10 Firms Responding -- 45 Employees Represented

## DESCRIPTION OF OCCUPATION

Welders and Cutters use flamecutting, hand, arc, and gas welding equipment, and gas torches, to weld together metal components of such products as pipelines, automobiles, boilers, and ships, or join together components of fabricated sheet metal assemblies, or cut, trim, or scarf metal objects to dimensions as specified by layout, work orders, or blueprints.

## EMPLOYER REQUIREMENTS

### EDUCATION

Less than High School Diploma	Some	(20%)
High School Diploma or Equivalent	Almost All	(80%)
Associate Degree (2 Year)	None	(0%)
Bachelor Degree (4 Year)	None	(0%)
Graduate Study	None	(0%)

### TRAINING/EXPERIENCE

	Yes	No	Preferred	No Response
Work Experience Required	60%	0%	40%	0%
Other Occupational Experience Accepted	30%	70%		0%
Training in Lieu Of Experience Accepted	60%	40%		0%
Technical/Vocational Training Required	30%	20%	50%	0%

## SKILLS, LICENSES and OTHER REQUIREMENTS

*Skills needed for job entry:*

Skills: Quality inspection; operate equipment or systems; maintain equipment; determine type of tools needed for job; install equipment, machines, wiring, or programs

Knowledge: Building and construction material, methods, and tools; machines and tools; production and processing; design techniques, principles, tools and instruments; equipment, tools, mechanical devices, and their uses

Abilities: Keep hand and arm steady; make coordinated movements of hands and/or arms; make quick, repeated, precise adjustments to controls; good vision; use abdominal and lower back muscles to move repeatedly over time without fatiguing

### License or certification:

Welding Certification

## COMPUTER SOFTWARE SKILLS

*The following number of responding employers reported they seek applicants with:*

Word Processing	0	Spreadsheet	0
Database	0	Desktop Publishing	0

## SUPPLY and DEMAND

*Responding employers reported the following difficulty finding fully qualified applicants:*

Experienced:	Moderately difficult
Inexperienced:	Very difficult

## TURNOVER

*Responding employers reported a total of 24 persons hired in this occupation during the last 12 months to fill the following vacancies.*

New Positions (Growth)	Many	(46%)
Employees Leaving	Some	(38%)
Promotions	Few	(8%)
Temporary	Few	(8%)

## RECRUITMENT METHODS

(Out of 10 firms, 10 answered this question.)

*The three most successful recruitment methods used by responding employers are:*

Employee Referrals	Many	(50%)
Newspaper Ads	Most	(70%)
Walk-In Applicants	Most	(70%)

## SIZE OF OCCUPATION

**SIZE OF OCCUPATION:** Large (60 to 70)

<b>GENDER:</b> Female employees	0	(0%)
Male employees	45	(100%)

## WHERE THE JOBS ARE (in survey area)

*Major employing industries:*

Highway street construction, plumbing, heating, airconditioning, wrecking and demolition work, special trade contractors, hardwood dimension and flooring mills, steel foundries, farm machinery and equipment, industrial furnaces and ovens, auto exhaust system repair shops, welding repair services, armature rewinding shops, repair services.

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Spring/Summer 2001

# WELDERS AND CUTTERS

**OES CODE: 939140**

**10 Firms Responding -- 45 Employees Represented**

## **WAGES and BENEFITS** (June/August 2001)

(Hourly wages)

Wages (Non-Union, and Union Undetermined)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	\$6.25-\$8.00	\$8.00
New Hires, Experienced	\$8.00-\$12.00	\$11.00
Experienced, 3 Years w/Firm	\$12.00-\$23.00	\$14.00

(None [0%] of responding employers employ union workers in this occupation. A **few** [10%] responding employers report employees receive a monthly bonus.

## **TIME BASE/HOURS WORKED**

Full Time, avg 40 hrs/wk	Almost all	(93%)
Part Time, avg 25 hrs/wk	Few	(4%)
Temporary/On Call, avg 0 hrs/wk	None	(0%)
Seasonal, avg 40 hrs/wk	Few	(2%)

## **SHIFTS**

(Out of 10 firms, 10 answered this question.)

Responding employers report the following shifts are available for this occupation:

Day	All	(100%)
Swing	Few	(10%)
Graveyard	None	(0%)
Other Shifts	None	(0%)

## **BENEFITS**

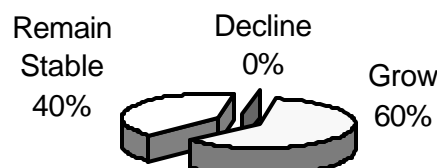
	<u>Employer Pays All</u>		<u>Share Cost</u>		<u>Employee Pays All</u>	
	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>
Medical	33%	11%	22%	0%	11%	0%
Dental	0%	11%	22%	0%	11%	0%
Vision	0%	0%	0%	0%	11%	0%
Life	11%	11%	11%	0%	11%	0%
Sick	33%	0%	0%	0%	11%	0%
Vacation	67%	11%	0%	0%	0%	0%
Retirement	0%	0%	22%	0%	22%	0%
Child Care	0%	0%	0%	0%	11%	0%

## **PROJECTIONS**

Growth Rate, 1997-2004:

16.7%, Faster than average.

Responding employers expect this occupation's employment over the next 24 months to:



## **OTHER INFORMATION**

### **PROMOTIONAL OPPORTUNITIES**

(Out of 10 firms, 10 firms responded)

**Most** (70%) of responding employers may promote employees to: Lead manager, quality control technician manager, shop foreman, foreman, supervisor, shop manager, department head, field superintendent, team leader.

For additional information about this occupation, refer to the Occupational Outlook Handbook, page 463; the California Occupational Guides, No. 84; and the California Professional & Business License Handbook, Sixth Edition 1999, page 57. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

Standard Occupational Classification System (SOC)  
Code: 51-4121.02

## **CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)**

The following providers are listed in the Local Training Providers Section of the 2001 Occupational Report:

**Columbia College**, page 175  
**Mariposa County ROP**, page 203  
**Tuolumne County ROP**, page 205

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

**MOTHER LODGE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties**

**Spring/Summer 2001**

# 2000 Occupational Summaries

The twenty-five occupational summaries listed below appear in this section. Data for these occupations were collected the summer of 2000.

The occupations studied were selected by MLJT and community members from each county to determine if the occupation

- Had a substantial employment base in the survey area
- Had a substantial number of projected job openings
- Had a potential salary of \$7/hr
- Met a local need

Changing economic conditions after each year's survey period could alter the results presented in these summaries.

## ***2000 Occupations Surveyed***

Accountants and Auditors  
Automotive Mechanics  
Carpenters  
Cooks -- Institution or Cafeteria  
Cooks -- Specialty Fast Food  
Counter and Rental Clerks  
Dining Room and Cafeteria Attendants and Bartender Helpers  
Financial Managers  
First Line Supervisors/Manager -- Construction Trades and Extractive Workers  
First Line Supervisors and Manager/Supervisors -- Production and Operating Workers  
Guards and Watch Guards  
Hairdressers, Hairstylists, and Cosmetologists  
Marketing, Advertising, and Public Relations Managers  
Pharmacists  
Physical Therapy Aides  
Physical Therapy Assistants  
Police Patrol Officers  
Recreation Workers  
Sheriffs and Deputy Sheriffs  
Social Workers -- Medical and Psychiatric  
State-Highway Police Officers  
Stock Clerks -- Stockroom, Warehouse, Storage Yard  
Teachers -- Elementary School  
Teachers -- Secondary School  
Water and Liquid Waste Treatment Plant and System Operators



# ACCOUNTANTS AND AUDITORS

**OES CODE: 211140**

**15 Firms Responding-- 42 Employees Represented**

## **DESCRIPTION OF OCCUPATION**

Accountants and Auditors examine, analyze, and interpret accounting records for the purpose of giving advice or preparing statements and installing or advising on systems of recording costs or other financial and budgetary data.

## **EMPLOYER REQUIREMENTS**

### **EDUCATION**

Less than High School Diploma	None	(0%)
High School Diploma or Equivalent	Some	(29%)
Associate Degree (2 Year)	Some	(24%)
Bachelor Degree (4 Year)	Many	(47%)
Graduate Study	None	(0%)

### **TRAINING/EXPERIENCE**

	<u>Yes</u>	<u>No</u>	<u>Preferred</u>	<u>No Response</u>
Work Experience Required	82%	0%	18%	0%
Other Occupational Experience Accepted	35%	65%		0%
Training in Lieu Of Experience Accepted	24%	76%		0%
Technical/Vocational Training Required	29%	65%	6%	0%

## **SKILLS, LICENSES and OTHER REQUIREMENTS**

*Skills needed for job entry:*

Technical: Able to conduct an audit and write effectively. Possess business math, budget analysis, verbal presentation, problem solving, and analytical skills, and knowledge of computerized accounting systems.

Physical: Able to sit continuously for 2 or more hours and lift at least 10 lbs. repeatedly.

Personal: Able to read and comprehend information quickly, pay attention to detail, make decisions, and work independently and under pressure. Possess interpersonal and customer service skills and a willingness to work with close supervision.

Basic: Able to read and follow directions and write legibly. Possess oral communication skills.

### **Positions requiring license or certification:**

Certified Public Accountant and Public Accountant.

## **COMPUTER SOFTWARE SKILLS**

*The following number of responding employers reported they seek applicants with:*

Word Processing	2	Spreadsheet	16
Database	4	Desktop Publishing	0

## **SUPPLY and DEMAND**

*Responding employers reported the following difficulty finding fully qualified applicants:*

Experienced:	Very Difficult
Inexperienced:	Moderately Difficult

## **TURNOVER**

*Responding employers reported a total of 10 persons hired in this occupation during the last 12 months to fill the following vacancies.*

New Positions (Growth)	Many	(50%)
Employees Leaving	Many	(50%)
Promotions	None	(0%)
Temporary	None	(0%)

## **RECRUITMENT METHODS**

(Out of 17 firms, 17 answered this question.)

*The three most successful recruitment methods used by responding employers are:*

Employee Referrals	Many	(41%)
Newspaper Ads	Almost All	(88%)
In-House Promotion or Transfer	Many	(47%)

## **SIZE OF OCCUPATION**

**SIZE OF OCCUPATION:** Large (153 to 172)

**GENDER:** Female employees 30 (71%)  
Male employees 12 (29%)

## **WHERE THE JOBS ARE** (in survey area)

*Major employing industries:*

Accounting, auditing, and bookkeeping firms  
Local government  
Amusement and recreation firms

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

**MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties**

**Spring/Summer 2000**

# ACCOUNTANTS AND AUDITORS

**OES CODE: 211140**

**15 Firms Responding -- 42 Employees Represented**

## **WAGES and BENEFITS** (June/August 2000)

(Hourly wages)

Wages (Non-Union, and Union Undetermined)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	9.63-12.03	10.83
New Hires, Experienced	7.00-16.04	12.23
Experienced, 3 Years w/Firm	10.00-18.71	14.43

### Wages (Union)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	9.63-12.03	10.83
New Hires, Experienced	7.00-16.04	12.23
Experienced, 3 Years w/Firm	10.00-18.71	14.43

(18% of responding employers employ union workers in this occupation.)

## **TIME BASE/HOURS WORKED**

Full Time, avg 40 hrs/wk	Almost all	(90%)
Part Time, avg 25 hrs/wk	Few	(10%)
Temporary/On Call, avg 0 hrs/wk	None	(0%)
Seasonal, avg 0 hrs/wk	None	(0%)

## **SHIFTS**

(Out of 17 firms, 17 answered this question.)

Responding employers report the following shifts are available for this occupation:

Day	All	(100%)
Swing	None	(0%)
Graveyard	None	(0%)
Other Shifts	None	(0%)

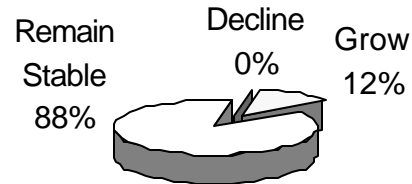
## **BENEFITS**

	<u>Employer Pays All</u>		<u>Share Cost</u>		<u>Employee Pays All</u>	
	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>
Medical	53%	0%	41%	0%	0%	0%
Dental	47%	0%	35%	0%	6%	0%
Vision	59%	0%	24%	0%	0%	0%
Life	35%	0%	24%	0%	0%	0%
Sick	65%	0%	6%	0%	0%	0%
Vacation	88%	6%	6%	0%	0%	0%
Retirement	47%	6%	24%	0%	12%	0%
Child Care	12%	0%	0%	0%	18%	0%

## **PROJECTIONS**

Growth Rate, 1995-2002: 12.4%, Slower than average.

Responding employers expect this occupation's employment over the next 24 months to:



## **OTHER INFORMATION**

### **PROMOTIONAL OPPORTUNITIES**

(Out of 17 firms, 17 firms responded)

Many (50%) of responding employers may promote employees to:

Partner, controller, auditor, accounting supervisor, finance director, accountant II, senior accountant, fiscal services manager, assistant finance director.

For additional information about this occupation, refer to the Occupational Outlook Handbook, page 20; the California Occupational Guides, No. 1; and the California Professional & Business License Handbook, Sixth Edition 1999, page 44. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

## **CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)**

Columbia College  
11600 Columbia College Drive  
Sonoma, CA 95370  
(209) 588-5250  
*Business Administration, Accounting*

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

**MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties**

**Spring/Summer 2000**

# AUTOMOTIVE MECHANICS

OES CODE: 853020

19 Firms Responding -- 99 Employees Represented

## DESCRIPTION OF OCCUPATION

Automotive Mechanics adjust, repair, and overhaul automotive vehicles. They may be designated according to specialties, such as Brake Repairers, Transmission Mechanics, or Front-end Mechanics. Auto Body Repairers, Bus and Truck Mechanics, Diesel Engine Specialists, and Electrical Systems Specialists are not included.

## EMPLOYER REQUIREMENTS

### EDUCATION

Less than High School Diploma	Few	(16%)
High School Diploma or Equivalent	Most	(79%)
Associate Degree (2 Year)	Few	(5%)
Bachelor Degree (4 Year)	None	(0%)
Graduate Study	None	(0%)

### TRAINING/EXPERIENCE

	Yes	No	Preferred	No Response
Work Experience Required	89%	5%	5%	0%
Other Occupational Experience	10%	74%		16%
Training in Lieu Of Experience	32%	68%		0%
Technical/Vocational Training Required	26%	26%	47%	0%

## SKILLS, LICENSES and OTHER REQUIREMENTS

*Skills needed for job entry:*

**Technical:** Able to use service manuals, implement safe work practices, operate electronic automotive diagnostic equipment, repair brakes, repair vehicle air conditioners, tune up engines, repair emission controls, repair fuel injection systems, and front end alignment skills. Certified Smog Control Mechanic, Auto Service Excellence (ASE) and auto air conditioning maintenance and repair. Possess valid driver's license and problem solving skills.

**Physical:** Good eye-hand coordination. Able to work in awkward positions, stand continuously for 2 or more hours, and lift at least 50 lbs. repeatedly.

**Personal:** Possess mechanical aptitude, public contact skills, interpersonal skills, and a good DMV driving record. Able to work independently, make decisions, and work with close supervision.

**Basic:** Able to read and follow instructions and write legibly. Possess oral communication and basic math skills.

### Positions requiring license or certification:

Brake/Lamp Adjuster, Emissions Control Systems Technician

## COMPUTER SOFTWARE SKILLS

*The following number of responding employers reported they seek applicants with:*

Word Processing	2	Spreadsheet	2
Database	4	Desktop Publishing	0

## SUPPLY and DEMAND

*Responding employers reported the following difficulty finding fully qualified applicants:*

Experienced:	Very Difficult
Inexperienced:	Moderately Difficult

## TURNOVER

*Responding employers reported a total of 31 persons hired in this occupation during the last 12 months to fill the following vacancies.*

New Positions (Growth)	Some	(26%)
Employees Leaving	Many	(58%)
Promotions	Few	(13%)
Temporary	Few	(3%)

## RECRUITMENT METHODS

(Out of 19 firms, 19 answered this question.)

*The three most successful recruitment methods used by responding employers are:*

Employee Referrals	Many	(58%)
Newspaper Ads	Most	(63%)
Walk-In Applicants	Many	(53%)

## SIZE OF OCCUPATION

**SIZE OF OCCUPATION:** Very Large (226 to 273)

<b>GENDER:</b> Female employees	6	(6%)
Male employees	93	(94%)

## WHERE THE JOBS ARE (in survey area)

*Major employing industries:*

New and used car dealers  
General automotive repair shops  
Gasoline service stations  
Automotive repair shops

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Spring/Summer 2000

# AUTOMOTIVE MECHANICS

**OES CODE: 853020**

**19 Firms Responding -- 99 Employees Represented**

## **WAGES and BENEFITS** (June/August 2000)

(Hourly wages)

Wages (Union, Non-Union, and Union Undetermined)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	12.05-13.00	12.53
New Hires, Experienced	6.50-14.66	10.00
Experienced, 3 Years w/Firm	7.50-20.00	14.00

(11% of responding employers employ union workers in this occupation.)

## **TIME BASE/HOURS WORKED**

Full Time, avg 40 hrs/wk	Almost All	(94%)
Part Time, avg 23 hrs/wk	Few	(4%)
Temporary/On Call, avg 10 hrs/wk	Few	(1%)
Seasonal, avg 20 hrs/wk	Few	(1%)

## **SHIFTS**

(Out of 19 firms, 19 answered this question.)

*Responding employers report the following shifts are available for this occupation:*

Day	All	(100%)
Swing	None	(0%)
Graveyard	None	(0%)
Other Shifts (On-call)	Few	(5%)

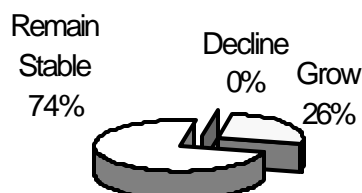
## **BENEFITS**

	<u>Employer Pays All</u>		<u>Share Cost</u>		<u>Employee Pays All</u>	
	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>
Medical	68%	0%	11%	0%	0%	0%
Dental	37%	0%	0%	0%	0%	0%
Vision	26%	0%	5%	0%	0%	0%
Life	21%	0%	0%	0%	0%	0%
Sick	32%	0%	0%	0%	0%	0%
Vacation	79%	5%	0%	0%	0%	0%
Retirement	26%	0%	11%	0%	0%	0%
Child Care	5%	0%	0%	0%	0%	0%

## **PROJECTIONS**

*Growth Rate, 1995-2002: 20.8%, Faster than average.*

*Responding employers expect this occupation's employment over the next 24 months to:*



## **OTHER INFORMATION**

### **PROMOTIONAL OPPORTUNITIES**

*Many (53%) of responding employers may promote employees to:*

Driver manager, tow supervisor, service manager, service writer, manager, assistant manager, garage foreman, equipment mechanic supervisor, rebuilders, shop boss, lead technician, shop foreman, leadman I, II.

For additional information about this occupation, refer to the Occupational Outlook Handbook, page 382; the California Occupational Guides, No. 24 ; and the California Professional & Business License Handbook, Sixth Edition 1999, page 49. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

## **CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)**

Columbia College  
11600 Columbia College Drive  
Sonoma, CA 95370  
(209) 588-5100  
Automotive Technology

Amador County Regional Occupation Programs  
217 Rex Avenue  
Jackson, CA 956642  
(209) 223-1750  
Auto Service

Calaveras County Regional Occupational Program  
PO Box 208  
Altaville, CA 95221  
(209) 736-8365  
Automotive

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

**MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties**

**Spring/Summer 2000**

# CARPENTERS

OES CODE: 871020

15 Firms Responding -- 72 Employees Represented

## DESCRIPTION OF OCCUPATION

Carpenters perform the carpentry duties necessary to make or repair wooden structures, structural members, and fixtures and equipment using carpentry tools and woodworking machines. Cabinetmakers and Bench Carpenters are not included.

## COMPUTER SOFTWARE SKILLS

The following number of responding employers reported they seek applicants with:

Word Processing	1	Spreadsheet	0
Database	0	Desktop Publishing	0

## EMPLOYER REQUIREMENTS

### EDUCATION

Less than High School Diploma	Many	(53%)
High School Diploma or Equivalent	Many	(47%)
Associate Degree (2 Year)	None	(0%)
Bachelor Degree (4 Year)	None	(0%)
Graduate Study	None	(0%)

### TRAINING/EXPERIENCE

	Yes	No	Preferred	No Response
Work Experience				
Required	73%	0%	27%	0%
Other Occupational Experience	27%	75%		0%
Training in Lieu Of Experience	53%	47%		0%
Technical/Vocational Training Required	0%	67%	33%	0%

## SKILLS, LICENSES and OTHER REQUIREMENTS

Skills needed for job entry:

**Technical:** Able to read blueprints, read working drawings, and operate power hand tools. Possess shop math, remodeling, finish carpentry, rough carpentry and surface preparation skills.

**Physical:** Able to climb to high places; perform strenuous, physically demanding work, tolerate cigarette smoke, stand continuously for 2 or more hours, and lift at least 50 lbs. repeatedly. Possess agility and coordination.

**Personal:** Able to provide own hand tools, work independently and with close supervision. Possess a reliable vehicle, auto insurance, and good DMV driving record.

**Basic:** Able to read and follow instructions. Possess oral communication skills.

### Positions requiring license or certification:

No license or certification required.

## SUPPLY and DEMAND

Responding employers reported the following difficulty finding fully qualified applicants:

Experienced:	Very Difficult
Inexperienced:	Not Difficult

## TURNOVER

Responding employers reported a total of 46 persons hired in this occupation during the last 12 months to fill the following vacancies.

New Positions (Growth)	Some	(22%)
Employees Leaving	Most	(74%)
Promotions	None	(0%)
Temporary	Few	(4%)

## RECRUITMENT METHODS

(Out of 15 firms, 15 answered this question.)

The three most successful recruitment methods used by responding employers are:

Employee Referrals	Almost All	(93%)
Newspaper Ads	Many	(40%)
Walk-In Applicants	Most	(73%)

## SIZE OF OCCUPATION

**SIZE OF OCCUPATION:** Very Large (317 to 343)

<b>GENDER:</b> Female employees	1	(1%)
Male employees	71	(99%)

## WHERE THE JOBS ARE (in survey area)

Major employing industries:

Single-family housing and non-residential construction, painting and paper hanging, roofing, siding, and sheet metal work contractors.

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Spring/Summer 2000

# CARPENTERS

**OES CODE: 871020**

**15 Firms Responding -- 72 Employees Represented**

## **WAGES and BENEFITS** (June/August 2000)

(Hourly wages)

Wages (Union, Non-Union, and Union Undetermined)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	7.00-8.00	7.25
New Hires, Experienced	8.00-21.00	12.00
Experienced, 3 Years w/Firm	14.00-25.00	18.00

(0% of responding employers employ union workers in this occupation.)

## **TIME BASE/HOURS WORKED**

Full Time, avg 40 hrs/wk	Almost All	(94%)
Part Time, avg 23 hrs/wk	Few	(4%)
Temporary/On Call, avg 40 hrs/wk	Few	(1%)
Seasonal, avg 0 hrs/wk	None	(0%)

## **SHIFTS**

(Out of 15 firms, 15 answered this question.)

*Responding employers report the following shifts are available for this occupation:*

Day	All	(100%)
Swing	None	(0%)
Graveyard	None	(0%)
Other Shifts	None	(0%)

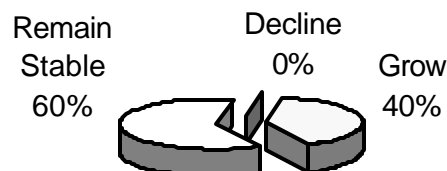
## **BENEFITS**

	<u>Employer Pays All</u>		<u>Share Cost</u>		<u>Employee Pays All</u>	
	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>
Medical	21%	0%	0%	0%	0%	0%
Dental	7%	0%	0%	0%	0%	0%
Vision	0%	0%	0%	0%	0%	0%
Life	0%	0%	0%	0%	0%	0%
Sick	14%	0%	0%	0%	0%	0%
Vacation	36%	0%	0%	0%	0%	0%
Retirement	21%	0%	0%	0%	0%	0%
Child Care	0%	0%	0%	0%	0%	0%

## **PROJECTIONS**

*Growth Rate, 1995-2002: 8.2%, Slower than average.*

*Responding employers expect this occupation's employment over the next 24 months to:*



## **OTHER INFORMATION**

### **PROMOTIONAL OPPORTUNITIES**

*Almost All (80%) of responding employers may promote employees to:*

Foreman, leadman, superintendent, lead carpenter, project superintendent, supervisor, master carpenter, journeyman carpenter, project manager, job supervisor, job superintendent.

For additional information about this occupation, refer to the Occupational Outlook Handbook, page 413; the California Occupational Guides, No. 169. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

## **CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)**

Amador County Regional Occupational Program  
217 Rex Avenue  
Jackson, CA 95642  
(209) 223-1750  
*Construction Technology*

Tuolumne County Regional Occupational Program  
Sonora High School  
430 N. Washington Street  
Sonora, CA 95370  
(209) 533-0423  
*Building Construction*

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

**MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties**

**Spring/Summer 2000**

# COOKS -- INSTITUTION OR CAFETERIA

OES CODE: 650280

15 Firms Responding -- 93 Employees Represented

## DESCRIPTION OF OCCUPATION

Institution or Cafeteria Cooks, prepare and cook family-style meals for institutions, such as schools, hospitals, or cafeterias. They usually prepare meals in large quantities rather than to individual order. They may cook for employees in office buildings or other large facilities.

## COMPUTER SOFTWARE SKILLS

The following number of responding employers reported they seek applicants with:

Word Processing	4	Spreadsheet	1
Database	1	Desktop Publishing	0

## EMPLOYER REQUIREMENTS

### EDUCATION

Less than High School Diploma	None	(0%)
High School Diploma or Equivalent	All	(100%)
Associate Degree (2 Year)	None	(0%)
Bachelor Degree (4 Year)	None	(0%)
Graduate Study	None	(0%)

## SUPPLY and DEMAND

Responding employers reported the following difficulty finding fully qualified applicants:

Experienced:	Moderately Difficult
Inexperienced:	Very Difficult

### TRAINING/EXPERIENCE

	Yes	No	Preferred	No Response
Work Experience				
Required	5%	68%	26%	0%
Other Occupational				
Experience	50%	50%		0%
Training in Lieu				
Of Experience	47%	53%		0%
Technical/Vocational				
Training Required	20%	53%	27%	0%

### TURNOVER

Responding employers reported a total of 30 persons hired in this occupation during the last 12 months to fill the following vacancies.

New Positions (Growth)	Few	(13%)
Employees Leaving	Most	(73%)
Promotions	Few	(10%)
Temporary	Few	(3%)

## SKILLS, LICENSES and OTHER REQUIREMENTS

Skills needed for job entry:

Technical: Food preparation and institutional cooking skills.

Physical: Able to pass a pre-employment medical examination, stand or sit continuously for 2 or more hours, lift at least 50 lbs. repeatedly.

Personal: Willingness to work independently and with close supervision.

Basic: Able to read and follow instructions and possess oral communication skills.

## RECRUITMENT METHODS

(Out of 15 firms, 15 answered this question.)

The three most successful recruitment methods used by responding employers are:

Employee Referrals	Some	(33%)
Newspaper Ads	Most	(67%)
In-House Promotion or Transfer	Many	(40%)

## SIZE OF OCCUPATION

**SIZE OF OCCUPATION:** Large (152 to 168)

<b>GENDER:</b> Female employees	44	(47%)
Male employees	49	(53%)

### Positions requiring license or certification:

No license or certification required.

## WHERE THE JOBS ARE (in survey area)

Major employing industries:

Correctional institutions, elementary and secondary schools, hotels and government.

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Spring/Summer 2000

# COOKS -- INSTITUTION OR CAFETERIA

**OES CODE: 650280**

**15 Firms Responding -- 93 Employees Represented**

## **WAGES and BENEFITS** (June/August 2000) (Hourly wages)

### *Wages (Union)*

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	7.56-10.36	9.12
New Hires, Experienced	6.18-16.27	11.62
Experienced, 3 Years w/Firm	8.18-19.79	12.84

### *Wages (Non-Union, and Union Undetermined)*

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	5.75-8.25	5.75
New Hires, Experienced	5.75-12.43	8.13
Experienced, 3 Years w/Firm	5.75-13.91	9.63

(87% of responding employers employ union workers in this occupation.)

## **TIME BASE/HOURS WORKED**

Full Time, avg 40 hrs/wk	(90%)
Part Time, avg 22 hrs/wk	(6%)
Temporary/On Call, avg 40 hrs/wk	(2%)
Seasonal, avg 40 hrs/wk	(1%)

## **SHIFTS**

(Out of 15 firms, 15 answered this question.)

*Responding employers report the following shifts are available for this occupation:*

Day	All	(100%)
Swing	Some	(30%)
Graveyard	Few	(7%)
Other Shifts	None	(0%)

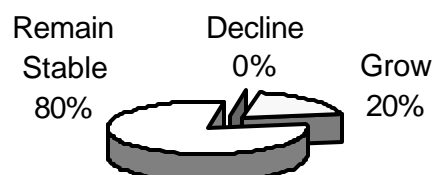
## **BENEFITS**

	<u>Employer Pays All</u>		<u>Share Cost</u>		<u>Employee Pays All</u>	
	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>
Medical	14%	0%	79%	7%	0%	0%
Dental	14%	0%	71%	7%	0%	0%
Vision	29%	0%	50%	7%	0%	0%
Life	36%	0%	0%	0%	0%	0%
Sick	79%	0%	0%	0%	0%	0%
Vacation	93%	0%	0%	0%	0%	0%
Retirement	21%	0%	64%	7%	0%	0%
Child Care	0%	0%	7%	0%	0%	0%

## **PROJECTIONS**

*Growth Rate, 1995-2002: 10.5%, Slower than average.*

*Responding employers expect this occupation's employment over the next 24 months to:*



## **OTHER INFORMATION**

### **PROMOTIONAL OPPORTUNITIES**

*Many (53%) of responding employers may promote employees to:*

Sous chef, pantry chef, junior cook, station cook, cook, cook/manager, supervisor, cook II, supervising cook I & II, assistant food manager, food manager

For additional information about this occupation, refer to the Occupational Outlook Handbook, page 336; the California Occupational Guides, No. 93; For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

## **CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)**

Columbia College  
11600 Columbia College Drive  
Sonoma, CA 95370  
(209) 588-5100  
*Hospitality Management*

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

**MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties**

**Spring/Summer 2000**



# COOKS – SPECIALTY FAST FOOD

**OES CODE: 650320**

**19 Firms Responding – 183 Employees Represented**

## **DESCRIPTION OF OCCUPATION**

Specialty Fast Food Cooks prepare and cook food in a fast food restaurant with a limited menu. The menu and duties of the cooks are limited to one or two basic items, such as hamburgers, chicken, pizza, tacos, or fish and chips. The duties of the cook normally involve operating large volume single purpose cooking equipment. Typically, these cooks work in regional or national fast food chain restaurants.

## **EMPLOYER REQUIREMENTS**

### **EDUCATION**

Less than High School Diploma	Almost All	(89%)
High School Diploma or Equivalent	Few	(11%)
Associate Degree (2 Year)	None	(0%)
Bachelor Degree (4 Year)	None	(0%)
Graduate Study	None	(0%)

### **TRAINING/EXPERIENCE**

	<u>Yes</u>	<u>No</u>	<u>Preferred</u>	<u>No Response</u>
Work Experience				
Required	5%	68%	26%	0%
Other Occupational				
Experience	50%	50%		0%
Training in Lieu				
Of Experience	50%	50%		0%
Technical/Vocational				
Training Required	0%	100%	0%	0%

## **SKILLS, LICENSES and OTHER REQUIREMENTS**

### **Skills needed for job entry:**

Technical: Possess food preparation skills.

Physical: Able to stand continuously for 2 or more hours.

Personal: Able to interact well with others, learn from on-the-job training, work independently and under pressure.

Possess customer service and public contact skills and a willingness to work nights and with close supervision.

Basic: Able to read and follow written and oral instructions and possess oral communication skills.

### **Positions requiring license or certification:**

No license or other certification needed.

## **COMPUTER SOFTWARE SKILLS**

*The following number of responding employers reported they seek applicants with:*

Word Processing	0	Spreadsheet	0
Database	0	Desktop Publishing	0

## **SUPPLY and DEMAND**

*Responding employers reported the following difficulty finding fully qualified applicants:*

Experienced:	Very Difficult
Inexperienced:	Moderately Difficult

## **TURNOVER**

*Responding employers reported a total of 189 persons hired in this occupation during the last 12 months to fill the following vacancies.*

New Positions (Growth)	Few	(1%)
Employees Leaving	Almost All	(99%)
Promotions	None	(0%)
Temporary	None	(0%)

## **RECRUITMENT METHODS**

(Out of 19 firms, 19 answered this question.)

*The three most successful recruitment methods used by responding employers are:*

Walk-In Applicants	Many	(47%)
Newspaper Ads	Many	(53%)
Sign in Business and/or Word of Mouth	Most	(63%)

## **SIZE OF OCCUPATION**

**SIZE OF OCCUPATION:** Very Large (221 to 264)

<b><u>GENDER:</u></b> Female employees	99	(54%)
Male employees	84	(46%)

## **WHERE THE JOBS ARE** (in survey area)

*Major employing industries:*

Eating places  
Drinking places

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

**MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties**

**Spring/Summer 2000**

# COOKS – SPECIALTY FAST FOOD

**OES CODE: 650320**

**19 Firms Responding – 183 Employees Represented**

## **WAGES and BENEFITS** (June/August 2000)

(Hourly wages)

Wages (Non-Union, and Union Undetermined)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	5.75-6.75	5.75
New Hires, Experienced	5.75-8.00	5.75
Experienced, 3 Years w/Firm	5.75-10.00	7.65

(0% of responding employers employ union workers in this occupation.) A few (11%) responding employers pay their employees in this occupation a commission or bonus.

## **TIME BASE/HOURS WORKED**

Full Time, avg 38 hrs/wk	Many	(40%)
Part Time, avg 25 hrs/wk	Most	(60%)
Temporary/On Call, avg 0 hrs/wk	None	(0%)
Seasonal, avg 0 hrs/wk	None	(0%)

## **SHIFTS**

(Out of 19 firms, 19 answered this question.)

Responding employers report the following shifts are available for this occupation:

Day	Almost All	(89%)
Swing	Almost All	(89%)
Graveyard	Few	(5%)
Other Shifts	Few	(11%)

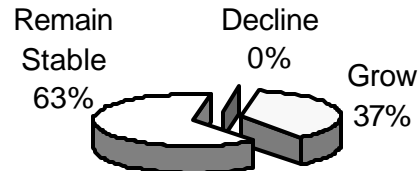
## **BENEFITS**

	<u>Employer Pays All</u>		<u>Share Cost</u>		<u>Employee Pays All</u>	
	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>
Medical	5%	0%	5%	0%	5%	0%
Dental	0%	0%	0%	0%	0%	0%
Vision	0%	0%	0%	0%	0%	0%
Life	0%	0%	5%	0%	0%	0%
Sick	0%	0%	0%	0%	0%	0%
Vacation	32%	5%	0%	0%	0%	0%
Retirement	5%	5%	5%	0%	0%	0%
Child Care	0%	0%	0%	0%	0%	0%

## **PROJECTIONS**

Growth Rate, 1995-2002: 19.5%, Average

Responding employers expect this occupation's employment over the next 24 months to:



## **OTHER INFORMATION**

### **PROMOTIONAL OPPORTUNITIES**

Most (74%) of responding employers may promote employees to:

Shift manager, assistant manager, store manager, general manager, manager, shift supervisor, shift leader, supervisor, management trainee, crew manager, key carrier, first assistant manager

For additional information about this occupation, refer to the Occupational Outlook Handbook, page 336; the California Occupational Guides, No. 366. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

## **CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)**

Columbia College  
11600 Columbia College Drive  
Sonoma, CA 95370  
(209) 588-5100  
Hospitality Management

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

**MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties**

**Spring/Summer 2000**

# COUNTER AND RENTAL CLERKS

**OES CODE: 490170**

**15 Firms Responding -- 114 Employees Represented**

## **DESCRIPTION OF OCCUPATION**

Counter and Rental Clerks receive articles and/or orders for services, such as rentals, repairs, dry-cleaning, and storage. They may compute cost and accept payment.

## **EMPLOYER REQUIREMENTS**

### **EDUCATION**

Less than High School Diploma	Many	(47%)
High School Diploma or Equivalent	Many	(53%)
Associate Degree (2 Year)	None	(0%)
Bachelor Degree (4 Year)	None	(0%)
Graduate Study	None	(0%)

### **TRAINING/EXPERIENCE**

	<u>Yes</u>	<u>No</u>	<u>Preferred</u>	<u>No Response</u>
Work Experience Required	0%	60%	40%	0%
Other Occupational Experience Accepted	100%	0%		0%
Training in Lieu Of Experience Accepted	67%	33%		0%
Technical/Vocational Training Required	0%	100%	0%	0%

### **SKILLS, LICENSES and OTHER REQUIREMENTS**

*Skills needed for job entry:*

Technical: Possess food preparation skills.

Physical: Able to stand continuously for 2 or more hours.

Personal: Able to interact well with others, learn from on-the-job training, work independently and under pressure. Possess customer service and public contact skills and a willingness to work nights and with close supervision.

Basic: Able to read and follow written and oral instructions and possess oral communication skills.

### **Positions requiring license or certification:**

No license or certification required.

## **COMPUTER SOFTWARE SKILLS**

*The following number of responding employers reported they seek applicants with:*

Word Processing	3	Spreadsheet	0
Database	1	Desktop Publishing	0

## **SUPPLY and DEMAND**

*Responding employers reported the following difficulty finding fully qualified applicants:*

Experienced:	Not Difficult
Inexperienced:	Very Difficult

## **TURNOVER**

*Responding employers reported a total of 68 persons hired in this occupation during the last 12 months to fill the following vacancies.*

New Positions (Growth)	Few	(6%)
Employees Leaving	Many	(44%)
Promotions	Few	(7%)
Temporary	Many	(43%)

## **RECRUITMENT METHODS**

(Out of 15 firms, 15 answered this question.)

*The three most successful recruitment methods used by responding employers are:*

Employee Referrals	Many	(53%)
Newspaper Ads	Many	(47%)
Walk-In Applicants	Many	(53%)

## **SIZE OF OCCUPATION**

**SIZE OF OCCUPATION:** Large (181 to 247)

**GENDER:** Female employees 68 (60%)  
Male employees 46 (40%)

## **WHERE THE JOBS ARE** (in survey area)

*Major employing industries:*

Amusement and recreation facilities  
Physical fitness facilities  
Video tape rental stores  
Hotels  
Gasoline service stations

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

**MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties**

**Spring/Summer 2000**

# COUNTER AND RENTAL CLERKS

**OES CODE: 490170**

**15 Firms Responding – 114 Employees Represented**

## **WAGES and BENEFITS** (June/August 2000)

(Hourly wages)

Wages (Union, Non-Union, and Union Undetermined)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	5.75-7.50	5.75
New Hires, Experienced	5.75-8.50	6.50
Experienced, 3 Years w/Firm	6.25-11.00	7.25

(0% of responding employers employ union workers in this occupation.)

## **TIME BASE/HOURS WORKED**

Full Time, avg 41 hrs/wk	Many	(41%)
Part Time, avg 18 hrs/wk	Some	(29%)
Temporary/On Call, avg 7 hrs/wk	Few	(1%)
Seasonal, avg 26 hrs/wk	Some	(29%)

## **SHIFTS**

(Out of 15 firms, 15 answered this question.)

*Responding employers report the following shifts are available for this occupation:*

Day	Almost All	(93%)
Swing	Many	(53%)
Graveyard	Few	(7%)
Other Shifts	Few	(13%)

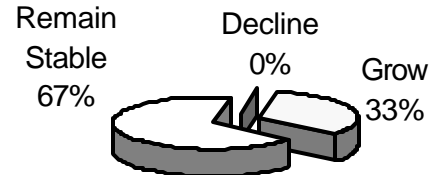
## **BENEFITS**

	<u>Employer Pays All</u>		<u>Share Cost</u>		<u>Employee Pays All</u>	
	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>
Medical	33%	7%	20%	0%	0%	0%
Dental	20%	0%	7%	0%	0%	0%
Vision	0%	0%	7%	0%	0%	0%
Life	20%	0%	7%	0%	0%	0%
Sick	27%	7%	7%	0%	0%	0%
Vacation	33%	7%	7%	0%	0%	0%
Retirement	7%	0%	13%	0%	0%	0%
Child Care	7%	0%	0%	0%	0%	0%

## **PROJECTIONS**

*Growth Rate, 1995-2002: 36.5%, Much Faster Than Average*

*Responding employers expect this occupation's employment over the next 24 months to:*



## **OTHER INFORMATION**

### **PROMOTIONAL OPPORTUNITIES**

(Out of 15 firms, 15 answered this question.)

*Most (73%) of responding employers may promote employees to:*

Sales supervisor, supervisor, pro shop, back room technician, assistant manager, senior assistant manager, manager, office, general manager, assistant head professional, tournament director

For additional information about this occupation, refer to the Occupational Outlook Handbook, page 262; the California Occupational Guides, No. 511. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

## **CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)**

None provided.

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

**MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties**

**Spring/Summer 2000**

# DINING ROOM AND CAFETERIA ATTENDANTS AND BARTENDER HELPERS

**OES CODE: 650140**

**15 Firms Responding – 143 Employees Represented**

## **DESCRIPTION OF OCCUPATION**

Dining Room and Cafeteria Attendants, and Bartender Helpers perform any combination of duties to facilitate food service. They carry dirty dishes from the dining room to the kitchen, replace soiled table linens and set tables with silverware and glassware, and replenish supply of clean linens, silverware, glassware, and dishes. They supply services bar with food, such as soups, salads, and desserts, and serve ice water and butter to patrons. They may also serve coffee to patrons and wash tables.

## **EMPLOYER REQUIREMENTS**

### **EDUCATION**

Less than High School Diploma	Many	(47%)
High School Diploma or Equivalent	Many	(53%)
Associate Degree (2 Year)	None	(0%)
Bachelor Degree (4 Year)	None	(0%)
Graduate Study	None	(0%)

### **TRAINING/EXPERIENCE**

	<u>Yes</u>	<u>No</u>	<u>Preferred</u>	<u>No Response</u>
Work Experience				
Required	20%	47%	33%	0%
Other Occupational				
Experience	25%	75%		0%
Training in Lieu				
Of Experience	28%	63%		0%
Technical/Vocational				
Training Required	7%	80%	13%	0%

## **SKILLS, LICENSES and OTHER REQUIREMENTS**

*Skills needed for job entry:*

Technical: None listed.

Physical: Stand continuously for 2 or more hours.

Personal: Able to work independently. Possess good grooming and public contact skills and a willingness to work with close supervision.

Basic: Able to read and follow written and oral instructions. Possess oral communication skills.

### **Positions requiring license or certification:**

No license or certification required.

## **COMPUTER SOFTWARE SKILLS**

*The following number of responding employers reported they seek applicants with:*

Word Processing	1	Spreadsheet	1
Database	0	Desktop Publishing	0

## **SUPPLY and DEMAND**

*Responding employers reported the following difficulty finding fully qualified applicants:*

Experienced:	Moderately Difficult
Inexperienced:	Not Difficult

## **TURNOVER**

*Responding employers reported a total of 76 persons hired in this occupation during the last 12 months to fill the following vacancies.*

New Positions (Growth)	Few	(3%)
Employees Leaving	Almost All	(86%)
Promotions	Few	(1%)
Temporary	Few	(11%)

## **RECRUITMENT METHODS**

(Out of 15 firms, 15 answered this question.)

*The three most successful recruitment methods used by responding employers are:*

Employee Referrals	Most	(60%)
Newspaper Ads	Most	(67%)
Walk-In Applicants	Many	(47%)

## **SIZE OF OCCUPATION**

**SIZE OF OCCUPATION:** Large (169 to 209)

**GENDER:** Female employees 96 (67%)  
Male employees 47 (33%)

## **WHERE THE JOBS ARE** (in survey area)

*Major employing industries:*

Hotels  
Elementary and secondary schools  
Eating places  
Sporting and recreational camps

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Spring/Summer 2000

# DINING ROOM AND CAFETERIA ATTENDANTS AND BARTENDER HELPERS

**OES CODE: 650140**

**15 Firms Responding – 143 Employees Represented**

## **WAGES and BENEFITS** (June/August 2000)

(Hourly wages)

Wages (Non-Union, and Union Undetermined)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	5.75-6.00	5.75
New Hires, Experienced	5.75-6.00	5.75
Experienced, 3 Years w/Firm	5.75-6.50	5.75

### Wages (Union)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	8.06-9.26	8.66
New Hires, Experienced	5.98-10.22	8.91
Experienced, 3 Years w/Firm	7.23-11.28	9.35

(20% of responding employers employ union workers in this occupation. Most [73%] responding employers report employees receive tips ranging from \$.29 to \$3.75 per hour.

## **TIME BASE/HOURS WORKED**

Full Time, avg 40 hrs/wk	Many	(47%)
Part Time, avg 19 hrs/wk	Many	(40%)
Temporary/On Call, avg 15 hrs/wk	Few	(3%)
Seasonal, avg 35 hrs/wk	Few	(10%)

## **SHIFTS**

(Out of 15 firms, 15 answered this question.)

Responding employers report the following shifts are available for this occupation:

Day	Almost All	(80%)
Swing	Many	(47%)
Graveyard	None	(0%)
Other Shifts	None	(0%)

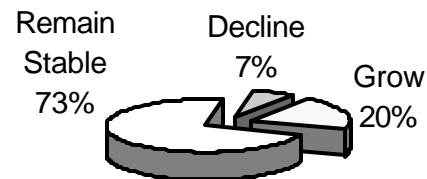
## **BENEFITS**

	<u>Employer Pays All</u>		<u>Share Cost</u>		<u>Employee Pays All</u>	
	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>
Medical	7%	0%	27%	7%	0%	0%
Dental	7%	0%	13%	7%	0%	0%
Vision	7%	0%	13%	7%	0%	0%
Life	7%	0%	0%	0%	0%	0%
Sick	27%	7%	0%	0%	0%	0%
Vacation	27%	13%	0%	0%	0%	0%
Retirement	13%	0%	7%	0%	0%	7%
Child Care	0%	0%	0%	0%	0%	0%

## **PROJECTIONS**

Growth Rate, 1995-2002: 23.7%, Faster than average

Responding employers expect this occupation's employment over the next 24 months to:



## **OTHER INFORMATION**

### **PROMOTIONAL OPPORTUNITIES**

(Out of 15 firms, 15 answered this question.)

**Most** (67%) of responding employers may promote employees to:

Waiter/waitress, head server, restaurant manager, wait staff, cook, dietary supervisor, food service worker II, cook/baker, cook/manager, food server

For additional information about this occupation, refer to the Occupational Outlook Handbook, page 338; the California Occupational Guides, No. 523. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

## **CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)**

Tuolumne County Regional Occupational Program  
430 N. Washington Street  
Sonora, CA 95370  
(209) 533-0423  
Food Service

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

**MOTHER LODGE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties**

**Spring/Summer 2000**

# FINANCIAL MANAGERS

OES CODE: 130020

19 Firms Responding -- 21 Employees Represented

## DESCRIPTION OF OCCUPATION

Financial Managers plan, organize, direct, control, or coordinate the financial activities of an organization. Please include managers in banks or similar financial institutions who advise on credit and investment policy or negotiate general policy with financial or other institutions.

## EMPLOYER REQUIREMENTS

### EDUCATION

Less than High School Diploma	None	(0%)
High School Diploma or Equivalent	Some	(26%)
Associate Degree (2 Year)	Few	(16%)
Bachelor Degree (4 Year)	Many	(58%)
Graduate Study	None	(0%)

### TRAINING/EXPERIENCE

	Yes	No	Preferred	No Response
Work Experience Required	95%	0%	5%	0%
Other Occupational Experience Accepted	42%	53%		5%
Training in Lieu Of Experience Accepted	21%	79%		0%
Technical/Vocational Training Required	21%	79%	0%	0%

## SKILLS, LICENSES and OTHER REQUIREMENTS

*Skills needed for job entry:*

**Technical:** Able to plan and organize the work of others, apply techniques of statistical analysis, understand conventional loans and regulations affecting financial institutions, hire and assign personnel, use computers in accounting applications, use word processing software, apply database management principles, perform advanced mathematical computations, and write effectively. Possess business math; report writing, cost accounting, financial planning, cost analysis, verbal presentation, and problem solving skills.

**Physical:** Able to sit continuously for 2 or more hours and lift at least 10 lbs. repeatedly.

**Personal:** Able to motivate others, make decisions, work independently and under pressure, and read and comprehend information quickly.

**Basic:** Possess oral communication skills.

### Positions requiring license or certification:

No license or certification required.

## COMPUTER SOFTWARE SKILLS

*The following number of responding employers reported they seek applicants with:*

Word Processing	18	Spreadsheet	18
Database	15	Desktop Publishing	4

## SUPPLY and DEMAND

*Responding employers reported the following difficulty finding fully qualified applicants:*

Experienced:	Very Difficult
Inexperienced:	Very Difficult

## TURNOVER

*Responding employers reported a total of 5 persons hired in this occupation during the last 12 months to fill the following vacancies.*

New Positions (Growth)	None	(0%)
Employees Leaving	Almost All	(80%)
Promotions	Some	(20%)
Temporary	None	(0%)

## RECRUITMENT METHODS

(Out of 19 firms, 19 answered this question.)

*The three most successful recruitment methods used by responding employers are:*

Employee Referrals	Some	(39%)
Newspaper Ads	Most	(61%)
In-House Promotion or Transfer	Many	(47%)

## SIZE OF OCCUPATION

**SIZE OF OCCUPATION:** Large (138 to 166)

<b>GENDER:</b> Female employees	13	(62%)
Male employees	8	(38%)

## WHERE THE JOBS ARE (in survey area)

*Major employing industries:*

Elementary and secondary schools  
Telephone Communications, excluding radio  
Water supply companies  
Title and abstract offices

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Spring/Summer 2000

# FINANCIAL MANAGERS

**OES CODE: 130020**

**19 Firms Responding -- 21 Employees Represented**

## **WAGES and BENEFITS** (June/August 2000)

(Hourly wages)

Wages (Union, Non-Union, and Union Undetermined)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	10.39-10.39	10.39
New Hires, Experienced	7.00-31.75	17.37
Experienced, 3 Years w/Firm	8.17-38.90	17.78

(5% of responding employers employ union workers in this occupation.)

## **TIME BASE/HOURS WORKED**

Full Time, avg 40 hrs/wk	(95%)
Part Time, avg 0 hrs/wk	(0%)
Temporary/On Call, avg 20 hrs/wk	(5%)
Seasonal, avg 0 hrs/wk	(0%)

## **SHIFTS**

(Out of 19 firms, 19 answered this question.)

*Responding employers report the following shifts are available for this occupation:*

Day	All	(100%)
Swing	None	(0%)
Graveyard	None	(0%)
Other Shifts	None	(0%)

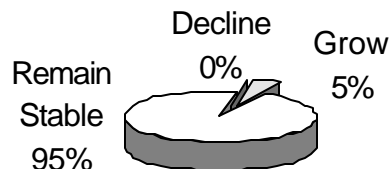
## **BENEFITS**

	<u>Employer Pays All</u>		<u>Share Cost</u>		<u>Employee Pays All</u>	
	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>
Medical	53%	0%	47%	0%	0%	0%
Dental	32%	0%	47%	0%	5%	0%
Vision	32%	0%	26%	0%	5%	0%
Life	47%	0%	21%	0%	0%	0%
Sick	84%	0%	0%	0%	0%	0%
Vacation	89%	0%	5%	0%	0%	0%
Retirement	32%	0%	47%	0%	16%	0%
Child Care	5%	0%	0%	0%	11%	0%

## **PROJECTIONS**

*Growth Rate, 1995-2002: 20.3%, Average*

*Responding employers expect this occupation's employment over the next 24 months to:*



## **OTHER INFORMATION**

### **PROMOTIONAL OPPORTUNITIES**

(Out of 19 firms, 19 answered this question)

*Many (47%) of responding employers may promote employees to:*

Administration manager, general manager, accountant, operations director, sales manager, budget analyst, finance director, assistant superintendent

For additional information about this occupation, refer to the Occupational Outlook Handbook, page 45. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

## **CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)**

Columbia College  
11600 Columbia College Drive  
Sonoma, CA 95370  
(209) 588-5100  
Business Administration

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

**MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties**

**Spring/Summer 2000**



# FIRST LINE SUPERVISORS/MANAGERS CONSTRUCTION TRADES AND EXTRACTIVE WORKERS

**OES CODE: 810050**

**16 Firms Responding -- 43 Employees Represented**

## DESCRIPTION OF OCCUPATION

First Line Supervisors/Managers in the Construction Trades and Extractive Workers directly supervise and coordinate activities of construction or extractive workers. Supervisors/Managers are generally found in small establishments where they perform both supervisory and management functions, such as accounting, marketing, and personnel work. In addition, Supervisors/Managers may also engage, in part, in the same construction work as the workers they supervise.

## EMPLOYER REQUIREMENTS

### EDUCATION

Less than High School Diploma	Few	(19%)
High School Diploma or Equivalent	Most	(69%)
Associate Degree (2 Year)	Few	(6%)
Bachelor Degree (4 Year)	Few	(6%)
Graduate Study	None	(0%)

### TRAINING/EXPERIENCE

	Yes	No	Preferred	No Response
Work Experience Required	88%	0%	13%	0%
Other Occupational Experience Accepted	19%	75%		6%
Training in Lieu Of Experience Accepted	19%	81%		0%
Technical/Vocational Training Required	13%	69%	19%	0%

## SKILLS, LICENSES and OTHER REQUIREMENTS

*Skills needed for job entry:*

Technical: Able to read blueprints and implement safe work practices.

Physical: Able to work outdoors in all weather conditions, stand for prolonged periods, and tolerate noise and dust.

Personal: Able to set work priorities and work under pressure. Possess a willingness to work on-call, travel, and work overtime.

Basic: None listed.

### Positions requiring license or certification:

No license or certification required.

## COMPUTER SOFTWARE SKILLS

*The following number of responding employers reported they seek applicants with:*

Word Processing	5	Spreadsheet	2
Database	1	Desktop Publishing	0

## SUPPLY and DEMAND

*Responding employers reported the following difficulty finding fully qualified applicants:*

Experienced:	Moderately Difficult
Inexperienced:	Very Difficult

## TURNOVER

*Responding employers reported a total of 4 persons hired in this occupation during the last 12 months to fill the following vacancies.*

New Positions (Growth)	Some	(25%)
Employees Leaving	Many	(50%)
Promotions	Some	(25%)
Temporary	None	(0%)

## RECRUITMENT METHODS

(Out of 16 firms, 16 answered this question.)

*The three most successful recruitment methods used by responding employers are:*

Employee Referrals	Many	(47%)
Newspaper Ads	Almost All	(47%)
In-House Promotion or Transfer	Many	(50%)

## SIZE OF OCCUPATION

**SIZE OF OCCUPATION:** Medium (94 to 110)

<b>GENDER:</b> Female employees	0	(0%)
Male employees	43	(100%)

## WHERE THE JOBS ARE (in survey area)

*Major employing industries:*

Highway and street construction  
General contractors  
Heavy construction contractors  
Plumbing contractors  
Heating and air conditioning contractors  
Excavation work contractors

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

**MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties**

**Spring/Summer 2000**

# FIRST LINE SUPERVISORS/MANAGERS CONSTRUCTION TRADES AND EXTRACTIVE WORKERS

**OES CODE: 810050**

**16 Firms Responding – 43 Employees Represented**

## **WAGES and BENEFITS** (June/August 2000)

(Hourly wages)

Wages (Union, Non-Union, and Union Undetermined)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	8.00-8.00	8.00
New Hires, Experienced	8.00-31.29	19.00
Experienced, 3 Years w/Firm	13.00-32.00	22.00

(19% of responding employers employ union workers in this occupation.)

## **TIME BASE/HOURS WORKED**

Full Time, avg 40 hrs/wk	(98%)
Part Time, avg hrs/wk	(0%)
Temporary/On Call, avg 40 hrs/wk	(2%)
Seasonal, avg 0 hrs/wk	(0%)

## **SHIFTS**

(Out of 16 firms, 16 answered this question.)

Responding employers report the following shifts are available for this occupation:

Day	All	(100%)
Swing	None	(0%)
Graveyard	None	(0%)
Other Shifts	None	(0%)

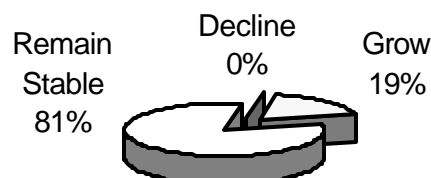
## **BENEFITS**

	<u>Employer Pays All</u>		<u>Share Cost</u>		<u>Employee Pays All</u>	
	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>
Medical	56%	0%	19%	0%	6%	0%
Dental	31%	0%	13%	0%	0%	0%
Vision	19%	0%	6%	0%	0%	0%
Life	13%	0%	13%	0%	0%	0%
Sick	44%	0%	0%	0%	0%	0%
Vacation	69%	0%	13%	0%	0%	0%
Retirement	44%	0%	19%	0%	0%	0%
Child Care	0%	0%	0%	0%	0%	0%

## **PROJECTIONS**

Growth Rate, 1995-2002: 17.0%, Average

Responding employers expect this occupation's employment over the next 24 months to:



## **OTHER INFORMATION**

### **PROMOTIONAL OPPORTUNITIES**

(Out of 16 firms, 16 answered this question)

Some (31%) of responding employers may promote employees to:

Construction supervisor, construction manager, vice-president, corporation officer, construction superintendent, foreman, supervisor

For additional information about this occupation, refer to the Occupational Outlook Handbook, page 445. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

## **CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)**

Amador County Regional Occupational Programs  
217 Rex Avenue  
Jackson, CA 95642  
(209) 223-1750  
Construction Technology

Tuolumne County Regional Occupational Programs  
430 N. Washington Street  
Sonora, CA 95370  
(209) 533-0423  
Building Construction

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

**MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties**

**Spring/Summer 2000**

# FIRST LINE SUPERVISORS AND MANAGER/SUPERVISORS- PRODUCTION AND OPERATING WORKERS

**OES CODE: 810080**

**18 Firms Responding -- 55 Employees Represented**

## **DESCRIPTION OF OCCUPATION**

First Line Supervisors and Manager/Supervisors of Production and Operating Workers directly supervise and coordinate activities of production and operating workers, such as testers, precision workers, machine setters and operators, assemblers, fabricators, or plant and system operators. Manager/ Supervisors are generally found in smaller establishments where they perform both supervisory and management functions, such as accounting, marketing, and personnel work. In addition, Manager/Supervisors may also engage, in part in the same production work as the workers they supervise.

## **EMPLOYER REQUIREMENTS**

### **EDUCATION**

Less than High School Diploma	Few	(17%)
High School Diploma or Equivalent	Most	(67%)
Associate Degree (2 Year)	Few	(6%)
Bachelor Degree (4 Year)	Few	(11%)
Graduate Study	None	(0%)

### **TRAINING/EXPERIENCE**

	Yes	No	Preferred	No Response
Work Experience Required	72%	11%	17%	0%
Other Occupational Experience Accepted	39%	44%		17%
Training in Lieu Of Experience Accepted	33%	56%		11%
Technical/Vocational Training Required	11%	72%	17%	0%

## **SKILLS, LICENSES and OTHER REQUIREMENTS**

*Skills needed for job entry:*

**Technical:** Able to conduct performance appraisals, follow safe equipment operating practices, perform assembly work, give oral instructions, analyze data to solve problems, write effectively, implement a progressive discipline process, apply inventory control methods, plan and organize the work of others, explain and follow grievance procedures, and hire and assign personnel. Possess report writing, record keeping, and problem solving skills, and knowledge of specific production processes and technical aspects of subordinates' duties.

**Physical:** Able to stand continuously for 2 or more hours and use hands, arms, and fingers.

**Personal:** Able to set work priorities, motivate others, handle crisis situations, meet deadlines, work independently and under pressure, deal effectively with difficult individuals, manage multicultural workforce, multiple priorities and unexpected situations or circumstances. Possess organizational and interpersonal skills, mechanical aptitude and a willingness to work nights, weekends, and holidays.

**Basic:** Able to write legibly and read and follow instructions. Possess oral communication and basic math skills.

### **Positions requiring license or certification:**

No license or certification required.

## **COMPUTER SOFTWARE SKILLS**

*The following number of responding employers reported they seek applicants with:*

Word Processing	7	Spreadsheet	7
Database	5	Desktop Publishing	2

## **SUPPLY and DEMAND**

*Responding employers reported the following difficulty finding fully qualified applicants:*

Experienced:	Very Difficult
Inexperienced:	Very Difficult

## **TURNOVER**

*Responding employers reported a total of 12 persons hired in this occupation during the last 12 months to fill the following vacancies.*

New Positions (Growth)	Many	(58%)
Employees Leaving	Many	(42%)
Promotions	None	(0%)
Temporary	None	(0%)

## **RECRUITMENT METHODS**

(Out of 18 firms, 17 answered this question.)

*The three most successful recruitment methods used by responding employers are:*

In-House Promotions and Transfers	Many	(39%)
Newspaper Ads	Almost All	(50%)
Word of Mouth	Many	(33%)

## **SIZE OF OCCUPATION**

**SIZE OF OCCUPATION:** Medium (92 to 113)

<b>GENDER:</b> Female employees	7	(13%)
Male employees	48	(87%)

## **WHERE THE JOBS ARE** (in survey area)

*Major employing industries:*

Sawmills and planing mills, general  
Engineering firms  
Plastic products  
Industrial sand  
Poultry slaughtering and processing plants

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

**MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties**

**Spring/Summer 2000**

# FIRST LINE SUPERVISORS AND MANAGER/SUPERVISORS- PRODUCTION AND OPERATING WORKERS

**OES CODE: 810080**

**18 Firms Responding -- 55 Employees Represented**

## **WAGES and BENEFITS** (June/August 2000)

(Hourly wages)

Wages (Union, Non-Union, and Union Undetermined)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	10.00-16.15	12.00
New Hires, Experienced	7.50-19.27	13.62
Experienced, 3 Years w/Firm	9.50-23.08	16.83

(0% of responding employers employ union workers in this occupation.)

## **TIME BASE/HOURS WORKED**

Full Time, avg 44 hrs/wk	(100%)
Part Time, avg 0 hrs/wk	(0%)
Temporary/On Call, avg 0 hrs/wk	(0%)
Seasonal, avg 0 hrs/wk	(0%)

## **SHIFTS**

(Out of 18 firms, 18 answered this question.)

*Responding employers report the following shifts are available for this occupation:*

Day	All	(100%)
Swing	None	(17%)
Graveyard	None	(11%)
Other Shifts	None	(6%)

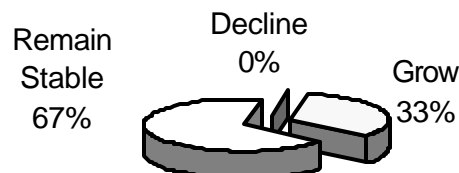
## **BENEFITS**

	<u>Employer Pays All</u>		<u>Share Cost</u>		<u>Employee Pays All</u>	
	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>
Medical	50%	0%	39%	0%	0%	0%
Dental	44%	0%	39%	0%	0%	0%
Vision	17%	0%	6%	0%	0%	0%
Life	33%	0%	17%	0%	0%	0%
Sick	50%	0%	0%	0%	0%	0%
Vacation	78%	0%	6%	0%	0%	0%
Retirement	44%	0%	22%	0%	0%	0%
Child Care	0%	0%	0%	0%	0%	0%

## **PROJECTIONS**

*Growth Rate, 1995-2002: 22.8%, Faster than Average*

*Responding employers expect this occupation's*



*employment over the next 24 months to:*

## **OTHER INFORMATION**

### **PROMOTIONAL OPPORTUNITIES**

(Out of 18 firms, 18 answered this question)

*Many (56%) of responding employers may promote employees to:*

Vice president, production manager, director of operations, shop coordinator, materials manager, superintendent, plant supervisor, design engineer, superintendent/manager

For additional information about this occupation, refer to the Occupational Outlook Handbook, page 445. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

## **CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)**

None provided in survey area

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

**MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties**

**Spring/Summer 2000**

# GUARDS AND WATCH GUARDS

OES CODE: 630470

12 Firms Responding -- 84 Employees Represented

## DESCRIPTION OF OCCUPATION

Guards and Watch Guards stand guard at entrance gates or walk about premises of business or industrial establishments or private residences to prevent theft, violence, or infractions of rules; they guard property against fire, theft, vandalism, and illegal entry; they direct patrons or employees and answer questions relative to services of establishments. They control traffic to and from buildings and grounds.

## EMPLOYER REQUIREMENTS

### EDUCATION

Less than High School Diploma	Some	(25%)
High School Diploma or Equivalent	Most	(75%)
Associate Degree (2 Year)	None	(0%)
Bachelor Degree (4 Year)	None	(0%)
Graduate Study	None	(0%)

### TRAINING/EXPERIENCE

	Yes	No	Preferred	No Response
Work Experience Required	25%	42%	33%	0%
Other Occupational Experience Accepted	33%	25%		42%
Training in Lieu Of Experience Accepted	33%	25%		42%
Technical/Vocational Training Required	0%	83%	17%	0%

## SKILLS, LICENSES and OTHER REQUIREMENTS

*Skills needed for job entry:*

**Technical:** Able to write effectively and follow security protection procedures. Possess report writing skills.

**Physical:** Able to stand continuously for 2 or more hours. Possess good vision and hearing.

**Personal:** Able to handle crisis situations, work independently, deal effectively with difficult individuals and interact well with others. Possess good grooming and public contact skills, a clean police record, adaptability, and a willingness to work with close supervision and work nights, weekends, and holidays.

**Basic:** Able to read and follow written and oral instructions and write legibly. Possess oral communication skills.

### Positions requiring license or certification:

No license or certification required.

## COMPUTER SOFTWARE SKILLS

*The following number of responding employers reported they seek applicants with:*

Word Processing	4	Spreadsheet	0
Database	0	Desktop Publishing	0

## SUPPLY and DEMAND

*Responding employers reported the following difficulty finding fully qualified applicants:*

Experienced:	Moderately Difficult
Inexperienced:	Moderately Difficult

## TURNOVER

*Responding employers reported a total of 31 persons hired in this occupation during the last 12 months to fill the following vacancies.*

New Positions (Growth)	Few	(16%)
Employees Leaving	Many	(52%)
Promotions	None	(0%)
Temporary	Some	(32%)

## RECRUITMENT METHODS

(Out of 12 firms, 12 answered this question.)

*The three most successful recruitment methods used by responding employers are:*

Employee Referrals	Many	(50%)
Newspaper Ads	Almost All	(92%)
In-House Promotion or Transfer	Some	(25%)
Word of Mouth	Some	(25%)

## SIZE OF OCCUPATION

**SIZE OF OCCUPATION:** Large (149 to 177)

<b>GENDER:</b> Female employees	11	(13%)
Male employees	73	(87%)

## WHERE THE JOBS ARE (in survey area)

*Major employing industries:*

Amusement facilities  
Civic and social organizations  
Community colleges  
Wines, brandy, and brandy spirits firms

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Spring/Summer 2000

# GUARDS AND WATCH GUARDS

**OES CODE: 630470**

**12 Firms Responding -- 84 Employees Represented**

## **WAGES and BENEFITS** (June/August 2000)

(Hourly wages)

Wages (Union, Non-Union, and Union Undetermined)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	5.75-8.00	7.00
New Hires, Experienced	6.25-8.00	7.00
Experienced, 3 Years w/Firm	7.00-10.00	8.50

(8% of responding employers employ union workers in this occupation.)

## **TIME BASE/HOURS WORKED**

Full Time, avg 40 hrs/wk	Many	(50%)
Part Time, avg 20 hrs/wk	Few	(12%)
Temporary/On Call, avg 10 hrs/wk	Some	(26%)
Seasonal, avg 25 hrs/wk	Few	(12%)

## **SHIFTS**

(Out of 12 firms, 12 answered this question.)

Responding employers report the following shifts are available for this occupation:

Day	Most	(67%)
Swing	Most	(67%)
Graveyard	Most	(67%)
Other Shifts	None	(0%)

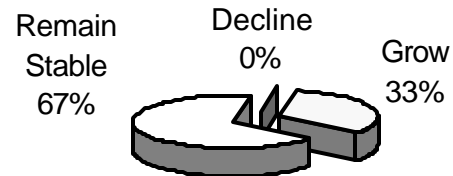
## **BENEFITS**

	<u>Employer Pays All</u>		<u>Share Cost</u>		<u>Employee Pays All</u>	
	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>
Medical	33%	0%	50%	0%	0%	0%
Dental	33%	0%	33%	0%	0%	0%
Vision	25%	0%	25%	0%	0%	0%
Life	33%	0%	8%	0%	0%	0%
Sick	42%	0%	17%	0%	0%	0%
Vacation	58%	0%	17%	0%	0%	0%
Retirement	17%	0%	42%	8%	0%	0%
Child Care	0%	0%	8%	0%	0%	0%

## **PROJECTIONS**

Growth Rate, 1995-2002: 18.8%, Average

Responding employers expect this occupation's employment over the next 24 months to:



## **OTHER INFORMATION**

### **PROMOTIONAL OPPORTUNITIES**

(Out of 12 firms, 12 answered this question)

Many (46%) of responding employers may promote employees to:

Facilities manager, supervisor, sergeant, lieutenant, lead security officer, boat patrol

For additional information about this occupation, refer to the Occupational Outlook Handbook, page 364; For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

## **CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)**

Calaveras County Regional Occupational Programs  
PO Box 208, 364 Murphys Grade Road  
Altaville, Ca 95221  
(209) 736-8365  
*Law Enforcement*

Tuolumne County Regional Occupational Programs  
430 N. Washington Street  
Sonora, CA 95370  
(209) 533-0423  
*Law Enforcement*

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

**MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties**

**Spring/Summer 2000**

# HAIRDRESSERS, HAIRSTYLISTS, AND COSMETOLOGISTS

**OES CODE: 680050**

**11 Firms Responding -- 50 Employees Represented**

## **DESCRIPTION OF OCCUPATION**

Hairdressers, Hairstylists, and cosmetologists provide beauty services for customers, such as suggesting hair styles, cutting and styling hair, treating the scalp, applying make-up, and dressing wigs. Shampooers, Manicurists, and Beauty School Instructors are not included.

## **COMPUTER SOFTWARE SKILLS**

*The following number of responding employers reported they seek applicants with:*

Word Processing	2	Spreadsheet	0
Database	0	Desktop Publishing	1

## **EMPLOYER REQUIREMENTS**

### **EDUCATION**

Less than High School Diploma	Some	(30%)
High School Diploma or Equivalent	Few	(18%)
Associate Degree (2 Year)	Almost All	(82%)
Bachelor Degree (4 Year)	None	(0%)
Graduate Study	None	(0%)

### **TRAINING/EXPERIENCE**

	<u>Yes</u>	<u>No</u>	<u>Preferred</u>	<u>No Response</u>
Work Experience Required	27%	36%	37%	0%
Other Occupational Experience Accepted	0%	64%		36%
Training in Lieu Of Experience Accepted	27%	36%		37%
Technical/Vocational Training Required	100%	0%	0%	0%

## **SKILLS, LICENSES and OTHER REQUIREMENTS**

*Skills needed for job entry:*

Technical: Able to maintain an appointment calendar and find suppliers of beauty aids. Possess artistic and cash handling skills and a cosmetology license.

Physical: Able to stand continuously for 2 or more hours. Possess good vision, manual dexterity, good eye-hand coordination and good color perception.

Personal: Able to work independently and under pressure. Possess good grooming and public contact skills, understanding of a variety of cultures, high standards of personal cleanliness, and a willingness to work with close supervision and work nights, weekends, and holidays.

Basic: Able to read and follow written and oral instructions. Possess oral communication skills.

### **Positions requiring license or certification:**

Cosmetologist, Esthetician, Manicurist

## **SUPPLY and DEMAND**

*Responding employers reported the following difficulty finding fully qualified applicants:*

Experienced:	Moderately Difficult
Inexperienced:	Moderately Difficult

## **TURNOVER**

*Responding employers reported a total of 15 persons hired in this occupation during the last 12 months to fill the following vacancies.*

New Positions (Growth)	Some	(20%)
Employees Leaving	Most	(67%)
Promotions	Few	(7%)
Temporary	Few	(7%)

## **RECRUITMENT METHODS**

(Out of 11 firms, 11 answered this question.)

*The three most successful recruitment methods used by responding employers are:*

Employee Referrals	Some	(36%)
Newspaper Ads	Many	(45%)
Walk-In Applicants	Many	(55%)

## **SIZE OF OCCUPATION**

**SIZE OF OCCUPATION:** Small (49 to 53)

**GENDER:** Female employees 48 (96%)  
Male employees 2 (4%)

## **WHERE THE JOBS ARE** (in survey area)

*Major employing industries:*

Beauty salons  
Day spas

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

**MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties**

**Spring/Summer 2000**

# HAIRDRESSERS, HAIRSTYLISTS, AND COSMETOLOGISTS

**OES CODE: 680050**

**11 Firms Responding -- 50 Employees Represented**

## **WAGES and BENEFITS** (June/August 2000)

(Hourly wages)

Wages (Union, Non-Union, and Union Undetermined)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	5.75-7.50	6.00
New Hires, Experienced	5.75-11.43	9.00
Experienced, 3 Years w/Firm	5.75-23.00	12.50

(0% of responding employers employ union workers in this occupation. A **few** [18%] responding employers report employees receive commissions ranging from \$4.36 to \$20.00 per hour. **Some** [36%] responding employers report employees receive tips ranging from \$.50 to \$4.00 per hour.)

## **TIME BASE/HOURS WORKED**

Full Time, avg 36 hrs/wk	Most	(72%)
Part Time, avg 19 hrs/wk	Some	(28%)
Temporary/On Call, avg 0 hrs/wk	None	(0%)
Seasonal, avg 0 hrs/wk	None	(0%)

## **SHIFTS**

(Out of 11 firms, 11 answered this question.)

*Responding employers report the following shifts are available for this occupation:*

Day	All	(100%)
Swing	None	(0%)
Graveyard	None	(0%)
Other Shifts	None	(0%)

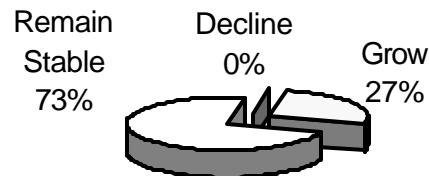
## **BENEFITS**

	<u>Employer Pays All</u>		<u>Share Cost</u>		<u>Employee Pays All</u>	
	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>
Medical	0%	0%	18%	0%	9%	0%
Dental	0%	0%	9%	0%	9%	0%
Vision	0%	0%	9%	0%	9%	0%
Life	0%	0%	0%	0%	0%	0%
Sick	18%	0%	0%	0%	0%	0%
Vacation	18%	0%	9%	0%	0%	0%
Retirement	0%	0%	0%	0%	0%	0%
Child Care	0%	0%	0%	0%	0%	0%

## **PROJECTIONS**

*Growth Rate, 1995-2002: 8.2%, Slower than average*

*Responding employers expect this occupation's employment over the next 24 months to:*



## **OTHER INFORMATION**

### **PROMOTIONAL OPPORTUNITIES**

(Out of 11 firms, 11 answered this question)

**Some (27%) of responding employers may promote employees to:**

Shift manager, assistant manager, manager, coordinator

For additional information about this occupation, refer to the Occupational Outlook Handbook, page 348; the California Occupational Guides, No. 58; and the California Professional & Business License Handbook, Sixth Edition 1999, page 50-51. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

## **CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)**

Amador County Regional Occupational Programs  
217 Rex Avenue

Jackson, CA 95642

(209) 223-1750

*Cosmetology*

Calaveras County Regional Occupational Programs

PO Box 208, 364 Murphys Grade Road

Altaville, CA 95221

(209) 736-8365

*Cosmetology*

Tuolumne County Regional Occupational Programs

430 N. Washington Street

Sonora, CA 95370

(209) 533-0423

*Cosmetology*

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

**MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties**

**Spring/Summer 2000**



# MARKETING, ADVERTISING AND PUBLIC RELATIONS MANAGERS

**OES CODE: 130110**

**10 Firms Responding -- 16 Employees Represented**

## **DESCRIPTION OF OCCUPATION**

Marketing, Advertising, and Public Relations Managers formulate marketing policies, direct sales activities, and plan, organize, and direct advertising and public relations activities for a department, an entire organization, or on an account basis.

## **EMPLOYER REQUIREMENTS**

### **EDUCATION**

Less than High School Diploma	None	(0%)
High School Diploma or Equivalent	Most	(60%)
Associate Degree (2 Year)	None	(0%)
Bachelor Degree (4 Year)	Many	(40%)
Graduate Study	None	(0%)

### **TRAINING/EXPERIENCE**

	<u>Yes</u>	<u>No</u>	<u>Preferred</u>	<u>No Response</u>
Work Experience Required	80%	10%	10%	0%
Other Occupational Experience Accepted	10%	80%		10%
Training in Lieu Of Experience Accepted	20%	70%		10%
Technical/Vocational Training Required	0%	70%	30%	0%

## **SKILLS, LICENSES and OTHER REQUIREMENTS**

*Skills needed for job entry:*

**Technical:** Able to manage an activity or department, apply marketing techniques, analyze and use market research data and reports and write effectively. Possess supervisory, verbal presentation, telephone sales, and media advertising sales skills.

**Physical:** None listed.

**Personal:** Able to motivate others, work as part of a team, meet deadlines, work independently and under pressure, maintaining good customer relations and business relationships, manage multiple priorities and unexpected situations or circumstances. Possess interpersonal skills, imagination and creativity, a good DMV driving record, and a willingness to travel and work nights, weekends, and holidays.

**Basic:** Able to write legibly. Possess oral communication and basic math skills.

### **Positions requiring license or certification:**

No license or certification required.

## **COMPUTER SOFTWARE SKILLS**

*The following number of responding employers reported they seek applicants with:*

Word Processing	9	Spreadsheet	8
Database	6	Desktop Publishing	3

## **SUPPLY and DEMAND**

*Responding employers reported the following difficulty finding fully qualified applicants:*

Experienced:	Moderately Difficult
Inexperienced:	Not Difficult

## **TURNOVER**

*Responding employers reported a total of 2 persons hired in this occupation during the last 12 months to fill the following vacancies.*

New Positions (Growth)	None	(0%)
Employees Leaving	All	(100%)
Promotions	None	(0%)
Temporary	None	(0%)

## **RECRUITMENT METHODS**

*(Out of firms, answered this question.)*

*The three most successful recruitment methods used by responding employers are:*

In-House Promotion or Transfer	Many	(40%)
Newspaper Ads	Most	(70%)
Word of Mouth	Some	(30%)

## **SIZE OF OCCUPATION**

**SIZE OF OCCUPATION:** Medium (75 to 101)

<b><u>GENDER:</u></b> Female employees	6	(38%)
Male employees	10	(63%)

## **WHERE THE JOBS ARE** (in survey area)

*Major employing industries:*

Process control instrument manufacturers  
Title insurances firms  
Wines, brandy, and brandy spirits manufacturers

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

**MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties**

**Spring/Summer 2000**

# MARKETING, ADVERTISING AND PUBLIC RELATIONS MANAGERS

**OES CODE: 130110**

**10 Firms Responding -- 16 Employees Represented**

## **WAGES and BENEFITS** (June/August 2000)

(Hourly wages)

Wages (Union, Non-Union, and Union Undetermined)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	9.63-9.63	9.63
New Hires, Experienced	10.00-28.13	16.91
Experienced, 3 Years w/Firm	11.54-21.63	17.72

(10% of responding employers employ union workers in this occupation.)

## **TIME BASE/HOURS WORKED**

Full Time, avg 41 hrs/wk	All	(100%)
Part Time, avg 0 hrs/wk		(0%)
Temporary/On Call, avg 0 hrs/wk		(0%)
Seasonal, avg 0 hrs/wk		(0%)

## **SHIFTS**

(Out of 10 firms, 10 answered this question.)

*Responding employers report the following shifts are available for this occupation:*

Day	All	(100%)
Swing	Few	(10%)
Graveyard	None	(0%)
Other Shifts	None	(0%)

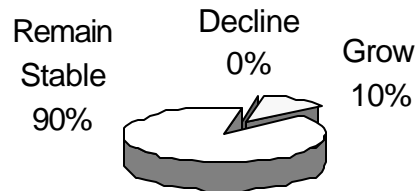
## **BENEFITS**

	<u>Employer Pays All</u>		<u>Share Cost</u>		<u>Employee Pays All</u>	
	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>
Medical	60%	0%	30%	0%	0%	0%
Dental	40%	0%	20%	0%	10%	0%
Vision	10%	0%	20%	0%	0%	0%
Life	30%	0%	20%	0%	0%	0%
Sick	60%	0%	0%	0%	0%	0%
Vacation	90%	0%	0%	0%	0%	0%
Retirement	50%	0%	20%	0%	0%	0%
Child Care	0%	0%	0%	0%	0%	0%

## **PROJECTIONS**

*Growth Rate, 1995-2002: 34.7%, Much faster than average*

*Responding employers expect this occupation's employment over the next 24 months to:*



## **OTHER INFORMATION**

### **PROMOTIONAL OPPORTUNITIES**

(Out of 10 firms, 10 answered this question)

*Some (30%) of responding employers may promote employees to:*

Director of marketing, management, general sales manager

For additional information about this occupation, refer to the Occupational Outlook Handbook, page 25; the California Occupational Guides, No. 276; For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

## **CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)**

Columbia College  
11600 Columbia College Drive  
Sonoma, CA 95370  
(209) 588-5100  
Business Administration

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

**MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties**

**Spring/Summer 2000**

# PHARMACISTS

OES CODE: 325170

15 Firms Responding -- 36 Employees Represented

## DESCRIPTION OF OCCUPATION

Pharmacists compound and dispense medications following prescriptions issued by physicians, dentists or other authorized medical practitioners.

## EMPLOYER REQUIREMENTS

### EDUCATION

Less than High School Diploma	None	(0%)
High School Diploma or Equivalent	None	(0%)
Associate Degree (2 Year)	None	(0%)
Bachelor Degree (4 Year)	None	(47%)
Graduate Study	None	(53%)

### TRAINING/EXPERIENCE

	Yes	No	Preferred	No Response
Work Experience Required	20%	60%	20%	0%
Other Occupational Experience Accepted	7%	33%		60%
Training in Lieu Of Experience Accepted	7%	33%		60%
Technical/Vocational Training Required	87%	13%	0%	0%

## SKILLS, LICENSES and OTHER REQUIREMENTS

Skills needed for job entry:

Technical: Able to calculate weights and measurements, understanding good diet and nutrition, common muscle and back ailments, Medi-Cal rules and regulations, and common illnesses. Possess record keeping skills and knowledge of disease processes, microcomputer hardware and operating systems, and over-the-counter medications.

Physical: Able to perform precision work and stand continuously for 2 or more hours. Possess good vision.

Personal: Able to work independently and understand a variety of cultures. Possess public contact and customer service skills and a willingness to work on-call, part-time, nights, weekends, and holidays.

Basic: Able to write legibly and read and follow instructions. Possess oral communication and basic math skills.

### Positions requiring license or certification:

Pharmacist

## COMPUTER SOFTWARE SKILLS

The following number of responding employers reported they seek applicants with:

Word Processing	7	Spreadsheet	1
Database	2	Desktop Publishing	1

## SUPPLY and DEMAND

Responding employers reported the following difficulty finding fully qualified applicants:

Experienced:	Very Difficult
Inexperienced:	Very Difficult

## TURNOVER

Responding employers reported a total of 5 persons hired in this occupation during the last 12 months to fill the following vacancies.

New Positions (Growth)	Many	(40%)
Employees Leaving	Most	(60%)
Promotions	None	(0%)
Temporary	None	(0%)

## RECRUITMENT METHODS

(Out of 15 firms, 15 answered this question.)

The three most successful recruitment methods used by responding employers are:

Colleges/Universities	Most	(60%)
Newspaper Ads	Some	(20%)
Trade Journals	Some	(20%)
Internet	Some	(20%)
Word of Mouth	Some	(33%)

## SIZE OF OCCUPATION

**SIZE OF OCCUPATION:** Medium (63 to 75)

<b>GENDER:</b> Female employees	14	(39%)
Male employees	22	(61%)

## WHERE THE JOBS ARE (in survey area)

Major employing industries:

Grocery stores  
Department stores  
Drug and proprietary stores  
General medical and surgical hospitals

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Spring/Summer 2000

# PHARMACISTS

**OES CODE: 325170**

**15 Firms Responding -- 36 Employees Represented**

## **WAGES and BENEFITS** (June/August 2000)

(Hourly wages)

Wages (Union, Non-Union, and Union Undetermined)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	30.00-41.35	38.03
New Hires, Experienced	28.00-44.00	37.21
Experienced, 3 Years w/Firm	30.00-46.00	40.00

(13% of responding employers employ union workers in this occupation. Three employers offer bonuses.)

## **TIME BASE/HOURS WORKED**

Full Time, avg 41 hrs/wk	(81%)
Part Time, avg 8 hrs/wk	(17%)
Temporary/On Call, avg 100 hrs/wk	(3%)
Seasonal, avg 0 hrs/wk	(0%)

## **SHIFTS**

(Out of 15 firms, 15 answered this question.)

*Responding employers report the following shifts are available for this occupation:*

Day	All	(100%)
Swing	Some	(20%)
Graveyard	None	(0%)
Other Shifts	None	(0%)

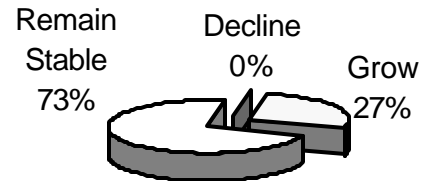
## **BENEFITS**

	<u>Employer Pays All</u>		<u>Share Cost</u>		<u>Employee Pays All</u>	
	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>
Medical	73%	7%	13%	0%	0%	0%
Dental	67%	7%	7%	0%	0%	0%
Vision	60%	7%	7%	0%	0%	0%
Life	40%	7%	7%	0%	0%	0%
Sick	80%	7%	0%	0%	0%	0%
Vacation	87%	7%	0%	0%	0%	0%
Retirement	53%	7%	33%	0%	0%	0%
Child Care	0%	0%	0%	0%	0%	0%

## **PROJECTIONS**

*Growth Rate, 1995-2002: 19.0%, Average*

*Responding employers expect this occupation's employment over the next 24 months to:*



## **OTHER INFORMATION**

### **PROMOTIONAL OPPORTUNITIES**

(Out of 15 firms, 15 answered this question)

*Many (40%) of responding employers may promote employees to one or more of the following:*

Managing pharmacist, business unit manager, pharmacy manager, manager.

For additional information about this occupation, refer to the Occupational Outlook Handbook, page 203; the California Occupational Guides, No. 159; and the California Professional & Business License Handbook, Sixth Edition 1999, page 79. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

## **CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)**

None provided in survey area.

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

**MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties**

**Spring/Summer 2000**

# PHYSICAL THERAPY AIDES

OES CODE: 660172

9 Firms Responding -- 27 Employees Represented

## DESCRIPTION OF OCCUPATION

Physical Therapy Aides prepare patients and treatment area for physical therapy treatments and assist Physical Therapists with treatments such as gait training, hydrotherapy, and exercise programs. They transport patients to and from treatment area and assemble and maintain equipment and supplies. They may perform routine clerical and related tasks. They work under continuous on-site supervision of a licensed/registered Physical Therapist.

## EMPLOYER REQUIREMENTS

### EDUCATION

Less than High School Diploma	None	(0%)
High School Diploma or Equivalent	All	(100%)
Associate Degree (2 Year)	None	(0%)
Bachelor Degree (4 Year)	None	(0%)
Graduate Study	None	(0%)

### TRAINING/EXPERIENCE

	Yes	No	Preferred	No Response
Work Experience Required	22%	33%	44%	0%
Other Occupational Experience Accepted	56%	11%		33%
Training in Lieu Of Experience Accepted	56%	11%		33%
Technical/Vocational Training Required	11%	89%	0%	1%

## SKILLS, LICENSES and OTHER REQUIREMENTS

*Skills needed for job entry:*

Technical: Able to detect complications in patients.

Physical: Able to stand continuously for 2 or more hours and pass a pre-employment medical examination. Possess manual dexterity and good physical condition.

Personal: Able to work independently. Possess high standards of personal cleanliness and a willingness to work with close supervision.

Basic: Able to write legibly and read and follow instructions. Possess oral communication skills.

### Positions requiring license or certification:

No license or certification required.

## COMPUTER SOFTWARE SKILLS

*The following number of responding employers reported they seek applicants with:*

Word Processing	3	Spreadsheet	1
Database	1	Desktop Publishing	0

## SUPPLY and DEMAND

*Responding employers reported the following difficulty finding fully qualified applicants:*

Experienced:	Not Difficult
Inexperienced:	Moderately Difficult

## TURNOVER

*Responding employers reported a total of 6 persons hired in this occupation during the last 12 months to fill the following vacancies.*

New Positions (Growth)	Some	(33%)
Employees Leaving	Many	(50%)
Promotions	None	(0%)
Temporary	Few	(17%)

## RECRUITMENT METHODS

(Out of 9 firms, 9 answered this question.)

*The three most successful recruitment methods used by responding employers are:*

Employee Referrals	Many	(56%)
Newspaper Ads	Most	(67%)
In-House Promotion or Transfer	Many	(44%)

## SIZE OF OCCUPATION

**SIZE OF OCCUPATION:** Small (18 to 25)

<b>GENDER:</b> Female employees	21	(78%)
Male employees	6	(22%)

## WHERE THE JOBS ARE (in survey area)

*Major employing industries:*

Offices of health practitioners  
General medical and surgical hospitals

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Summer/Summer 2000

# PHYSICAL THERAPY AIDES

**OES CODE: 660172**

**9 Firms Responding -- 27 Employees Represented**

## **WAGES and BENEFITS** (June/August 2000)

(Hourly wages)

Wages (Union, Non-Union, and Union Undetermined)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	5.75-7.00	7.00
New Hires, Experienced	7.00-8.07	7.50
Experienced, 3 Years w/Firm	7.26-10.00	8.50

(11% of responding employers employ union workers in this occupation. Some (33%) of responding employers offer their employees a bonus.)

## **TIME BASE/HOURS WORKED**

Full Time, avg 38 hrs/wk	Some	(37%)
Part Time, avg 22 hrs/wk	Many	(41%)
Temporary/On Call, avg 11 hrs/wk	Some	(22%)
Seasonal, avg 0 hrs/wk	None	(0%)

## **SHIFTS**

(Out of 9 firms, 9 answered this question.)

*Responding employers report the following shifts are available for this occupation:*

Day	All	(100%)
Swing	Some	(22%)
Graveyard	None	(0%)
Other Shifts	None	(0%)

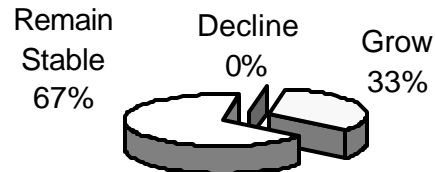
## **BENEFITS**

	<u>Employer Pays All</u>		<u>Share Cost</u>		<u>Employee Pays All</u>	
	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>
Medical	22%	11%	44%	22%	0%	11%
Dental	11%	0%	33%	11%	0%	22%
Vision	11%	0%	22%	11%	0%	11%
Life	11%	0%	22%	11%	0%	11%
Sick	56%	22%	0%	0%	0%	11%
Vacation	56%	33%	0%	0%	0%	11%
Retirement	11%	0%	44%	33%	0%	0%
Child Care	0%	0%	0%	0%	0%	0%

## **PROJECTIONS**

*Growth Rate, 1995-2002: 36.8%, Much faster than average*

*Responding employers expect this occupation's employment over the next 24 months to:*



## **OTHER INFORMATION**

### **PROMOTIONAL OPPORTUNITIES**

(Out of 9 firms, 9 answered this question)

*Many (56%) of responding employers may promote employees to one or more of the following:*

Physical therapy assistant, patient care coordinator, accounts manager, licensed physical therapy assistant

For additional information about this occupation, refer to the Occupational Outlook Handbook, page 346; the California Occupational Guides, No. 451. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

## **CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)**

None provided in survey area.

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

**MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties**

**Spring/Summer 2000**

# PHYSICAL THERAPY ASSISTANTS

OES CODE: 660171

8 Firms Responding -- 20 Employees Represented

## DESCRIPTION OF OCCUPATION

Physical Therapy Assistants administer and assist with physical therapy treatments as planned and directed by a Physical Therapist. They administer treatments such as exercise, gait training, massage, whirlpool and hot packs. They instruct, motivate, and assist patients with learning and improving functional activities. They may record patient treatments and maintain patient records.

## EMPLOYER REQUIREMENTS

### EDUCATION

Less than High School Diploma	None	(0%)
High School Diploma or Equivalent	Some	(38%)
Associate Degree (2 Year)	Many	(50%)
Bachelor Degree (4 Year)	Few	(13%)
Graduate Study	None	(0%)

### TRAINING/EXPERIENCE

	Yes	No	Preferred	No Response
Work Experience Required	38%	38%	25%	0%
Other Occupational Experience Accepted	0%	38%		62%
Training in Lieu Of Experience Accepted	0%	62%		38%
Technical/Vocational Training Required	75%	25%	0%	0%

## SKILLS, LICENSES and OTHER REQUIREMENTS

*Skills needed for job entry:*

**Technical:** Able to write effectively, take vital signs, detect complications in patients, apply transferring techniques moving patients, and maintain progress notes and treatment summaries. Possess Physical Therapist Assistant certificate and knowledge of physiology, anatomy, neurology, geriatrics, orthopedic care and sports medicine.

**Physical:** Able to stand continuously for 2 or more hours, lift at least 50 lbs. repeatedly, and pass a pre-employment medical examination. Possess emotional stability and good physical condition.

**Personal:** Able to motivate others and work independently. Possess high standards of personal cleanliness and a willingness to work with close supervision.

**Basic:** Able to write legibly and read and follow instructions. Possess oral communication skills.

### Positions requiring license or certification:

Physical Therapy Assistant

## COMPUTER SOFTWARE SKILLS

*The following number of responding employers reported they seek applicants with:*

Word Processing	1	Spreadsheet	0
Database	0	Desktop Publishing	0

## SUPPLY and DEMAND

*Responding employers reported the following difficulty finding fully qualified applicants:*

Experienced:	Very Difficult
Inexperienced:	Moderately Difficult

## TURNOVER

*Responding employers reported a total of 3 persons hired in this occupation during the last 12 months to fill the following vacancies.*

New Positions (Growth)	None	(0%)
Employees Leaving	Most	(67%)
Promotions	None	(0%)
Temporary	Some	(33%)

## RECRUITMENT METHODS

(Out of 8 firms, 8 answered this question.)

*The three most successful recruitment methods used by responding employers are:*

Walk-In Applicants	Most	(63%)
Newspaper Ads	Most	(63%)
Colleges/Universities	Some	(38%)
Schools, Program Referrals	Some	(38%)

## SIZE OF OCCUPATION

**SIZE OF OCCUPATION:** Small (18 to 25)

**GENDER:** Female employees 16 (80%)  
Male employees 4 (20%)

## WHERE THE JOBS ARE (in survey area)

*Major employing industries:*

Offices of health practitioners  
General medical and surgical hospitals  
Residential care homes

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Spring/Summer 2000

# PHYSICAL THERAPY ASSISTANTS

**OES CODE: 660171**

**8 Firms Responding -- 20 Employees Represented**

## **WAGES and BENEFITS** (June/August 2000)

(Hourly wages)

Wages (Non-Union, and Union Undetermined)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	12.00-15.00	12.93
New Hires, Experienced	13.00-30.69	15.60
Experienced, 3 Years w/Firm	15.60-30.69	20.00

Wages (Union)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	14.00-14.00	14.00
New Hires, Experienced	14.16-14.72	14.29
Experienced, 3 Years w/Firm	14.16-17.44	15.48

(38% of responding employers employ union workers in this occupation.)

## **TIME BASE/HOURS WORKED**

Full Time, avg 40 hrs/wk	Many	(50%)
Part Time, avg 23 hrs/wk	Many	(45%)
Temporary/On Call, avg 20 hrs/wk	Few	(5%)
Seasonal, avg 0 hrs/wk	None	(0%)

## **SHIFTS**

(Out of 8 firms, 8 answered this question.)

Responding employers report the following shifts are available for this occupation:

Day	All	(100%)
Swing	None	(0%)
Graveyard	None	(0%)
Other Shifts	None	(0%)

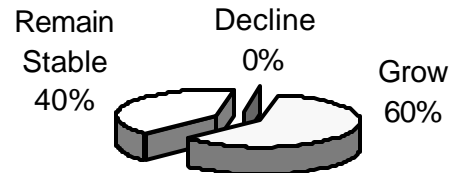
## **BENEFITS**

	<u>Employer Pays All</u>		<u>Share Cost</u>		<u>Employee Pays All</u>	
	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>
Medical	38%	13%	25%	13%	0%	0%
Dental	25%	0%	13%	13%	13%	0%
Vision	25%	0%	13%	13%	0%	0%
Life	25%	0%	13%	0%	0%	0%
Sick	50%	13%	0%	13%	0%	0%
Vacation	63%	13%	0%	13%	0%	0%
Retirement	13%	0%	50%	13%	0%	0%
Child Care	0%	0%	0%	0%	13%	0%

## **PROJECTIONS**

Growth Rate, 1995-2002: 36.8%, Much faster than average

Responding employers expect this occupation's employment over the next 24 months to:



## **OTHER INFORMATION**

### **PROMOTIONAL OPPORTUNITIES**

(Out of 8 firms, 8 answered this question)

Some (25%) of responding employers may promote employees to one or more of the following:

Physical therapy assistant, II

For additional information about this occupation, refer to the Occupational Outlook Handbook, page 346; the California Occupational Guides, No. 451; and the California Professional & Business License Handbook, Sixth Edition 1999, page 81-82. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

## **CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)**

None provided in survey area.

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

**MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties**

**Spring/Summer 2000**



# POLICE PATROL OFFICERS

OES CODE: 630140

5 Firms Responding -- 49 Employees Represented

## DESCRIPTION OF OCCUPATION

Police Patrol Officers maintain order, enforce laws and ordinances, and protect life and property in an assigned patrol district or beat by performing a combination of such duties as patrolling a specific area on foot or in a vehicle; directing traffic; issuing traffic summonses; investigating accidents; apprehending, arresting and processing prisoners; and giving evidence in court.

## EMPLOYER REQUIREMENTS

### EDUCATION

Less than High School Diploma	None	(0%)
High School Diploma or Equivalent	Almost All	(80%)
Associate Degree (2 Year)	Some	(20%)
Bachelor Degree (4 Year)	None	(0%)
Graduate Study	None	(0%)

### TRAINING/EXPERIENCE

	Yes	No	Preferred	No Response
Work Experience Required	20%	20%	60%	0%
Other Occupational Experience Accepted	0%	80%		40%
Training in Lieu Of Experience Accepted	20%	20%		20%
Technical/Vocational Training Required	60%	40%	0%	0%

## SKILLS, LICENSES and OTHER REQUIREMENTS

*Skills needed for job entry:*

**Technical:** Able to write effectively, take vital signs, interview others for information and administer emergency first aid. Possess Firearms Qualifications Card, knowledge of local streets, and analytical, problems solving and verbal presentation skills.

**Physical:** Able to pass physical performance test and a pre-employment medical examination.

**Personal:** Able to interact well with others, work independently and under pressure, handle crisis situations, read and comprehend information quickly and pass psychological interview. Possess public contact skills, a willingness to work with close supervision and understand a variety of cultures.

**Basic:** Able to write legibly, think logically, and follow oral instructions. Possess oral communication skills.

### Positions requiring license or certification:

No license or certification required. Almost all employers require completion of Police Officers Standard Training (P.O.S.T.) Academy prior to or immediately after hiring.

## COMPUTER SOFTWARE SKILLS

*The following number of responding employers reported they seek applicants with:*

Word Processing	4	Spreadsheet	0
Database	1	Desktop Publishing	0

## SUPPLY and DEMAND

*Responding employers reported the following difficulty finding fully qualified applicants:*

Experienced:	Very Difficult
Inexperienced:	Not Difficult

## TURNOVER

*Responding employers reported a total of 15 persons hired in this occupation during the last 12 months to fill the following vacancies.*

New Positions (Growth)	Many	(7%)
Employees Leaving	Many	(53%)
Promotions	Few	(13%)
Temporary	Few	(4%)

## RECRUITMENT METHODS

(Out of 5 firms, 5 answered this question.)

*The three most successful recruitment methods used by responding employers are:*

Newspaper Ads	All	(100%)
Walk-In Applicants	Many	(40%)
Internet	Many	(40%)
In-House Promotion or Transfer	Many	(40%)

## SIZE OF OCCUPATION

<b>SIZE OF OCCUPATION:</b>	Small	(49 to 49)
<b>GENDER:</b> Female employees	6	(12%)
Male employees	43	(88%)

## WHERE THE JOBS ARE (in survey area)

*Major employing industries:*

Local government

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Spring/Summer 2000

# POLICE PATROL OFFICERS

**OES CODE: 630140**

**5 Firms Responding -- 49 Employees Represented**

## **WAGES and BENEFITS** (June/August 2000)

(Hourly wages)

Wages (Union, Non-Union, and Union Undetermined)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	14.86-15.58	15.16
New Hires, Experienced	13.40-16.48	15.99
Experienced, 3 Years w/Firm	15.43-18.17	17.20

(80% of responding employers employ union workers in this occupation.)

## **TIME BASE/HOURS WORKED**

Full Time, avg 40 hrs/wk	Most	(78%)
Part Time, avg 0 hrs/wk	None	(0%)
Temporary/On Call, avg 16 hrs/wk	Some	(22%)
Seasonal, avg 0 hrs/wk	None	(0%)

## **SHIFTS**

(Out of 5 firms, answered this question.)

Responding employers report the following shifts are available for this occupation:

Day	All	(100%)
Swing	Most	(60%)
Graveyard	All	(100%)
Other Shifts	None	(0%)

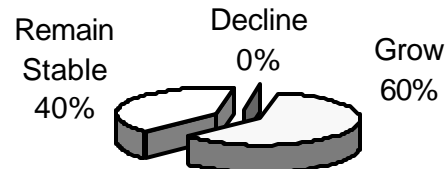
## **BENEFITS**

	<u>Employer Pays All</u>		<u>Share Cost</u>		<u>Employee Pays All</u>	
	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>
Medical	80%	0%	20%	0%	0%	0%
Dental	80%	0%	20%	0%	0%	0%
Vision	80%	0%	20%	0%	0%	0%
Life	80%	0%	20%	0%	0%	0%
Sick	100%	0%	0%	0%	0%	0%
Vacation	100%	0%	0%	0%	0%	0%
Retirement	100%	0%	0%	0%	0%	0%
Child Care	0%	0%	0%	0%	0%	0%

## **PROJECTIONS**

Growth Rate, 1995-2002: 13.8%, Slower than average

Responding employers expect this occupation's employment over the next 24 months to:



## **OTHER INFORMATION**

### **PROMOTIONAL OPPORTUNITIES**

(Out of 5 firms, 5 answered this question)

All (100%) of responding employers may promote employees to one or more of the following:

Investigator, sergeant, lieutenant, canine, school resource officer

For additional information about this occupation, refer to the Occupational Outlook Handbook, page 366; the California Occupational Guides, No. 457. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

## **CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)**

Calaveras County Regional Occupational Programs  
PO Box 208, 364 Murphys Grade Road  
Altaville, CA 95221  
(209) 736-8365  
Law Enforcement

Tuolumne County Regional Occupational Programs  
430 N. Washington Street  
Sonora, CA 95370  
(209) 533-0423  
Law Enforcement

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

**MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties**

**Spring/Summer 2000**

# RECREATION WORKERS

OES CODE: 273110

15 Firms Responding -- 414 Employees Represented

## DESCRIPTION OF OCCUPATION

Recreation Workers conduct recreation activities with groups in public, private, or volunteer agencies or recreation facilities. They consider the needs and interests of individual members and organize and promote activities, such as arts and crafts, sports, games, music, dramatics, social recreation, camping, and hobbies.

## EMPLOYER REQUIREMENTS

### EDUCATION

Less than High School Diploma	Many	(47%)
High School Diploma or Equivalent	Many	(55%)
Associate Degree (2 Year)	None	(0%)
Bachelor Degree (4 Year)	None	(0%)
Graduate Study	None	(0%)

### TRAINING/EXPERIENCE

	Yes	No	Preferred	No Response
Work Experience Required	13%	53%	33%	0%
Other Occupational Experience Accepted	13%	33%		54%
Training in Lieu Of Experience Accepted	40%	6%		54%
Technical/Vocational Training Required	27%	73%	0%	0%

## SKILLS, LICENSES and OTHER REQUIREMENTS

*Skills needed for job entry:*

Technical: Able to administer emergency first aid, apply teaching techniques and principles of recreation, plan and organize the work of others, and accurately record and report information.

Physical: Possess good physical condition.

Personal: Able to work independently and exercise patience. Possess leadership and interpersonal skills, a clean police record, and understand a variety of cultures.

Basic: Possess Oral communication skills.

### Positions requiring license or certification:

No license or certification required.

## COMPUTER SOFTWARE SKILLS

*The following number of responding employers reported they seek applicants with:*

Word Processing	2	Spreadsheet	0
Database	0	Desktop Publishing	0

## SUPPLY and DEMAND

*Responding employers reported the following difficulty finding fully qualified applicants:*

Experienced:	Moderately Difficult
Inexperienced:	Not Difficult

## TURNOVER

*Responding employers reported a total of 379 persons hired in this occupation during the last 12 months to fill the following vacancies.*

New Positions (Growth)	Few	(1%)
Employees Leaving	Few	(5%)
Promotions	Few	(1%)
Temporary	Almost All	(93%)

## RECRUITMENT METHODS

(Out of 15 firms, 15 answered this question.)

*The three most successful recruitment methods used by responding employers are:*

Employee Referrals	Many	(47%)
Newspaper Ads	Most	(60%)
In-House Promotion or Transfer	Many	(47%)

## SIZE OF OCCUPATION

**SIZE OF OCCUPATION:** Very large (301 to 370)

<b>GENDER:</b> Female employees	222	(54%)
Male employees	192	(46%)

## WHERE THE JOBS ARE (in survey area)

*Major employing industries:*

Camps, sporting and recreational  
Government  
Amusement and recreation facilities  
Civic and social associations

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Spring/Summer 2000

# RECREATION WORKERS

**OES CODE: 273110**

**15 Firms Responding -- 414 Employees Represented**

## **WAGES and BENEFITS** (June/August 2000)

(Hourly wages)

Wages (Union, Non-Union, and Union Undetermined)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	5.75-12.60	6.00
New Hires, Experienced	6.00-13.00	7.00
Experienced, 3 Years w/Firm	6.00-15.00	9.00

(0% of responding employers employ union workers in this occupation.)

## **TIME BASE/HOURS WORKED**

Full Time, avg 40 hrs/wk	Few	(5%)
Part Time, avg 28 hrs/wk	Few	(5%)
Temporary/On Call, avg 0 hrs/wk	None	(0%)
Seasonal, avg 36 hrs/wk	Almost All	(90%)

## **SHIFTS**

(Out of 15 firms, 15 answered this question.)

*Responding employers report the following shifts are available for this occupation:*

Day	Almost All	(87%)
Swing	Some	(33%)
Graveyard	None	(0%)
Other Shifts	Few	(13%)

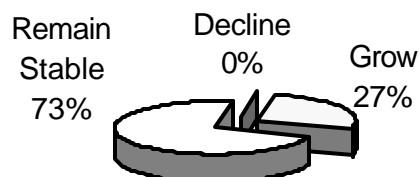
## **BENEFITS**

	<u>Employer Pays All</u>		<u>Share Cost</u>		<u>Employee Pays All</u>	
	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>
Medical	8%	0%	17%	0%	0%	0%
Dental	8%	0%	8%	0%	0%	0%
Vision	0%	0%	0%	0%	0%	0%
Life	0%	0%	17%	0%	0%	0%
Sick	17%	0%	8%	0%	0%	0%
Vacation	17%	0%	8%	0%	0%	0%
Retirement	17%	0%	8%	0%	0%	0%
Child Care	0%	0%	0%	0%	0%	0%

## **PROJECTIONS**

*Growth Rate, 1995-2002: 22.9%, Faster than average*

*Responding employers expect this occupation's employment over the next 24 months to:*



## **OTHER INFORMATION**

### **PROMOTIONAL OPPORTUNITIES**

(Out of 15 firms, 15 answered this question)

*Most (67%) of responding employers may promote employees to one or more of the following:*

Recreation director, head lifeguard, activities manager, human relations assistant, trip leader, grade I water operator, senior recreation leader, lead guide, assistant camp director

For additional information about this occupation, refer to the Occupational Outlook Handbook, page 159; the California Occupational Guides, No. 357. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

## **CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)**

None offered in survey area.

# SHERIFFS AND DEPUTY SHERIFFS

OES CODE: 630320

4 Firms Responding -- 165 Employees Represented

## DESCRIPTION OF OCCUPATION

Sheriffs and Deputy Sheriffs enforce law and order in rural or unincorporated districts or serve legal processes of courts. They may patrol courthouse, guard court or grand jury, or escort defendants. Does not include Deputy Sheriffs who spend the majority of time guarding prisoners in county correctional institutions.

## EMPLOYER REQUIREMENTS

### EDUCATION

Less than High School Diploma	None	(0%)
High School Diploma or Equivalent	All	(100%)
Associate Degree (2 Year)	None	(0%)
Bachelor Degree (4 Year)	None	(0%)
Graduate Study	None	(0%)

### TRAINING/EXPERIENCE

	Yes	No	Preferred	No Response
Work Experience Required	0%	75%	25%	0%
Other Occupational Experience Accepted	0%	100%		0%
Training in Lieu Of Experience Accepted	25%	0%		75%
Technical/Vocational Training Required	50%	25%	25%	0%

## SKILLS, LICENSES and OTHER REQUIREMENTS

Skills needed for job entry:

**Technical:** Able to write effectively, interview others for information, and administer emergency first aid. Possess Firearms Qualifications Card, knowledge of local streets, and analytical, problem solving and verbal presentation skills,

**Physical:** Able to work outdoors in all weather conditions and pass a physical performance test and a pre-employment medical examination.

**Personal:** Able to handle crisis situations, pass psychological interview, read and comprehend information quickly, and work independently and under pressure. Possess public contact skills and understand a variety of cultures.

**Basic:** Able to read and follow written and oral instructions and write legibly. Possess oral communication skills.

### Positions requiring license or certification:

No license or certification required. All employers require completion of Police Officers Standard Training (P.O.S.T.) Academy prior to or immediately after hiring.

## COMPUTER SOFTWARE SKILLS

The following number of responding employers reported they seek applicants with:

Word Processing	3	Spreadsheet	0
Database	0	Desktop Publishing	0

## SUPPLY and DEMAND

Responding employers reported the following difficulty finding fully qualified applicants:

Experienced:	Not applicable
Inexperienced:	Moderately Difficult

## TURNOVER

Responding employers reported a total of 29 persons hired in this occupation during the last 12 months to fill the following vacancies.

New Positions (Growth)	Few	(14%)
Employees Leaving	Most	(72%)
Promotions	Few	(14%)
Temporary	None	(0%)

## RECRUITMENT METHODS

(Out of 4 firms, 4 answered this question.)

The three most successful recruitment methods used by responding employers are:

Newspaper Ads	All	(100%)
Walk-In Applicants	Many	(50%)
In-House Promotion or Transfer	Many	(50%)
Internet	Many	(50%)

## SIZE OF OCCUPATION

**SIZE OF OCCUPATION:** Large (165 to 165)

**GENDER:** Female employees 8 (5%)  
Male employees 157 (95%)

## WHERE THE JOBS ARE (in survey area)

Major employing industries:

Local government

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODGE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Spring/Summer 2000

# SHERIFFS AND DEPUTY SHERIFFS

**OES CODE: 630320**

**4 Firms Responding -- 165 Employees Represented**

## **WAGES and BENEFITS** (June/August 2000) (Hourly wages)

### Wages (Union)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	12.80-14.81	13.87
New Hires, Experienced	14.15-15.37	15.04
Experienced, 3 Years w/Firm	15.63-19.82	16.49

(100% of responding employers employ union workers in this occupation.)

## **TIME BASE/HOURS WORKED**

Full Time, avg 40 hrs/wk	All	(100%)
Part Time, avg 0 hrs/wk	None	(0%)
Temporary/On Call, avg 0 hrs/wk	None	(0%)
Seasonal, avg 0 hrs/wk	None	(0%)

## **SHIFTS**

(Out of 4 firms, 4 answered this question.)

*Responding employers report the following shifts are available for this occupation:*

Day	All	(100%)
Swing	All	(100%)
Graveyard	All	(100%)
Other Shifts	None	(0%)

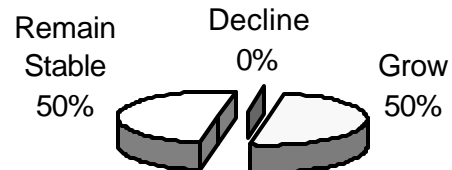
## **BENEFITS**

	<u>Employer Pays All</u>		<u>Share Cost</u>		<u>Employee Pays All</u>	
	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>
Medical	50%	0%	50%	0%	0%	0%
Dental	50%	0%	50%	0%	0%	0%
Vision	50%	0%	50%	0%	0%	0%
Life	75%	0%	25%	0%	0%	0%
Sick	100%	0%	0%	0%	0%	0%
Vacation	100%	0%	0%	0%	0%	0%
Retirement	50%	0%	50%	0%	0%	0%
Child Care	0%	0%	0%	0%	0%	0%

## **PROJECTIONS**

*Growth Rate, 1995-2002: 11.4%, Slower than average*

*Responding employers expect this occupation's*



*employment over the next 24 months to:*

## **OTHER INFORMATION**

### **PROMOTIONAL OPPORTUNITIES**

(Out of 4 firms, 4 answered this question)

*All (100%) of responding employers may promote employees to one or more of the following:*

Sergeant, lieutenant, captain, sheriff's sergeant

For additional information about this occupation, refer to the Occupational Outlook Handbook, page 366; the California Occupational Guides, No. 457. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

## **CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)**

Calaveras County Regional Occupational Programs  
PO Box 208, 364 Murphys Grade Road  
Altaville, CA 95221  
(209) 736-8365  
*Law Enforcement*

Tuolumne County Regional Occupational Programs  
430 N. Washington Street  
Sonora, CA 95370  
(209) 533-0423  
*Law Enforcement*

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

**MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties**

**Spring/Summer 2000**

# SOCIAL WORKERS - MEDICAL AND PSYCHIATRIC

**OES CODE: 273020**

**15 Firms Responding -- 42 Employees Represented**

## **DESCRIPTION OF OCCUPATION**

Medical and Psychiatric Social Workers counsel and aid individuals and families with problems that may arise during or following the recovery from physical or mental illness by providing supportive services designed to help the persons understand, accept, and follow medical recommendations. Includes Chemical Dependency Counselors.

## **EMPLOYER REQUIREMENTS**

### **EDUCATION**

Less than High School Diploma	None	(0%)
High School Diploma or Equivalent	Few	(13%)
Associate Degree (2 Year)	Few	(13%)
Bachelor Degree (4 Year)	Some	(27%)
Graduate Study	Many	(47%)

### **TRAINING/EXPERIENCE**

	<u>Yes</u>	<u>No</u>	<u>Preferred</u>	<u>No Response</u>
Work Experience Required	60%	13%	27%	0%
Other Occupational Experience Accepted	20%	67%		13%
Training in Lieu Of Experience Accepted	40%	47%		13%
Technical/Vocational Training Required	67%	20%	2%	0%

## **SKILLS, LICENSES and OTHER REQUIREMENTS**

*Skills needed for job entry:*

Technical: Able to write effectively, interview others for information, and treat substance abuse. Possess psychiatric social work skills, valid driver's license, and knowledge of family social work and protective services for children and adults.

Physical: None listed.

Personal: Able to work independently, handle crisis situations, and apply complex rules and regulations. Possess clean police record, understand a variety of cultures, and a willingness to work with close supervision and work nights, weekends, and holidays.

Basic: Able to read and follow instructions and write legibly. Possess oral communication skills.

### **Positions requiring license or certification:**

Clinical Social Worker Associate (Registration)  
Clinical Social Worker (License)  
Marriage, Family, and Child Counselor Intern (Registration)  
Marriage, Family, and Child Counselor (License)  
Psychologist, Educational (License)

## **COMPUTER SOFTWARE SKILLS**

*The following number of responding employers reported they seek applicants with:*

Word Processing	6	Spreadsheet	2
Database	3	Desktop Publishing	0

## **SUPPLY and DEMAND**

*Responding employers reported the following difficulty finding fully qualified applicants:*

Experienced:	Very Difficult
Inexperienced:	Very Difficult

## **TURNOVER**

*Responding employers reported a total of 10 persons hired in this occupation during the last 12 months to fill the following vacancies.*

New Positions (Growth)	Most	(60%)
Employees Leaving	Many	(40%)
Promotions	None	(0%)
Temporary	None	(0%)

## **RECRUITMENT METHODS**

(Out of 15 firms, 15 answered this question.)

*The three most successful recruitment methods used by responding employers are:*

Newspaper Ads	Almost All	(87%)
Colleges/Universities	Many	(53%)
Internet	Some	(33%)

## **SIZE OF OCCUPATION**

**SIZE OF OCCUPATION:** Medium (71 to 92)

**GENDER:** Female employees 29 (69%)  
Male employees 13 (31%)

## **WHERE THE JOBS ARE** (in survey area)

*Major employing industries:*

Skilled nursing care facilities  
Residential care homes  
Correctional institutions  
General medical and surgical hospitals

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

**MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties**

**Spring/Summer 2000**

# SOCIAL WORKERS - MEDICAL AND PSYCHIATRIC

**OES CODE: 273020**

**15 Firms Responding -- 42 Employees Represented**

## **WAGES and BENEFITS** (June/August 2000)

(Hourly wages)

Wages (Union, Non-Union, and Union Undetermined)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	10.00-20.00	17.13
New Hires, Experienced	8.00-23.20	16.85
Experienced, 3 Years w/Firm	10.00-25.00	19.88

(20% of responding employers employ union workers in this occupation.)

## **TIME BASE/HOURS WORKED**

Full Time, avg 40 hrs/wk	Almost All	(81%)
Part Time, avg 18 hrs/wk	Few	(19%)
Temporary/On Call, avg 0 hrs/wk	None	(0%)
Seasonal, avg 0 hrs/wk	None	(0%)

## **SHIFTS**

(Out of 15 firms, 15 answered this question.)

Responding employers report the following shifts are available for this occupation:

Day	All	(100%)
Swing	Some	(20%)
Graveyard	None	(0%)
Other Shifts	Few	(7%)

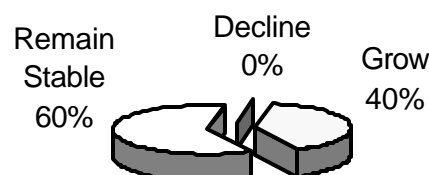
## **BENEFITS**

	<u>Employer Pays All</u>		<u>Share Cost</u>		<u>Employee Pays All</u>	
	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>
Medical	33%	0%	53%	13%	0%	7%
Dental	27%	0%	40%	13%	7%	7%
Vision	33%	0%	33%	13%	0%	7%
Life	47%	0%	7%	13%	0%	7%
Sick	80%	20%	0%	7%	0%	0%
Vacation	87%	20%	0%	7%	0%	0%
Retirement	13%	0%	47%	13%	7%	7%
Child Care	0%	0%	7%	0%	7%	13%

## **PROJECTIONS**

Growth Rate, 1995-2002: 29.6%, Much faster than average

Responding employers expect this occupation's employment over the next 24 months to:



## **OTHER INFORMATION**

### **PROMOTIONAL OPPORTUNITIES**

(Out of 15 firms, 15 answered this question)

Some (33%) of responding employers may promote employees to one or more of the following:

Supervising counselor, supervisor, manager, psychiatric social worker supervisor, psychologist, counselor I, II

For additional information about this occupation, refer to the Occupational Outlook Handbook, page 161; the California Occupational Guides, No. 122; and the California Professional & Business License Handbook, Sixth Edition 1999, pages 53-54. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

## **CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)**

None provided in survey area.

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODGE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Spring/Summer 2000



# STATE-HIGHWAY POLICE OFFICERS

**DOT CODE: 375263018**

**1 Firm Responding – 74 Employees Represented**

## **DESCRIPTION OF OCCUPATION**

State/Highway Police Officers patrol state highways within assigned area, in vehicle equipped with two-way radio, to enforce motor vehicle and criminal laws: Arrests or warns persons guilty of violating motor vehicle regulations and safe driving practices. Monitors passing traffic to detect stolen vehicles and arrests drivers where ownership is not apparent. Provides road information and assistance to motorists. Directs activities in accident or disaster area, rendering first aid and restoring traffic to normal. Investigates conditions and causes of accidents. Directs traffic in congested areas and serves as escort for funeral processions, military convoys, and parades. Performs general police work by keeping order and apprehending criminals. Appears in court as witness in traffic violation and criminal cases. Keeps records and makes reports regarding activities. May assist law enforcement officers not under state jurisdiction.

## **EMPLOYER REQUIREMENTS**

### **EDUCATION**

Less than High School Diploma	None	(0%)
High School Diploma or Equivalent	All	(100%)
Associate Degree (2 Year)	None	(0%)
Bachelor Degree (4 Year)	None	(0%)
Graduate Study	None	(0%)

### **TRAINING/EXPERIENCE**

	<u>Yes</u>	<u>No</u>	<u>Preferred</u>	<u>No Response</u>
Work Experience				
Required	0%	100%	0%	0%
Other Occupational				
Experience Accepted	0%	0%		0%
Training in Lieu				
Of Experience Accepted	0%	0%		0%
Technical/Vocational				
Training Required	100%	0%	0%	0%

## **SKILLS, LICENSES and OTHER REQUIREMENTS**

*Skills needed for job entry:*

**Technical:** Able to write effectively, interview others for information, and administer emergency first aid. Possess Firearms Qualifications Card, and analytical, problem solving and verbal presentation skills.

**Physical:** Able to work outdoors in all weather conditions and pass a physical performance test and a pre-employment medical examination.

**Personal:** Able to handle crisis situations, pass psychological interview, read and comprehend information quickly, and work independently and under pressure. Possess public contact skills and understand a variety of cultures.

**Basic:** Able to read and follow written and oral instructions and write legibly. Possess oral communication skills.

### **Positions requiring license or certification:**

No license or certification required. Employer requires completion of Highway Patrol Academy.

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

**MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties**

**Spring/Summer 2000**

## **COMPUTER SOFTWARE SKILLS**

*The following number of responding employers reported they seek applicants with:*

Word Processing	1	Spreadsheet	0
Database	0	Desktop Publishing	0

## **SUPPLY and DEMAND**

*Responding employers reported the following difficulty finding fully qualified applicants:*

Experienced:	Not applicable
Inexperienced:	Moderately Difficult

## **TURNOVER**

*Responding employers reported a total of 10 persons hired in this occupation during the last 12 months to fill the following vacancies.*

New Positions (Growth)	None	(0%)
Employees Leaving	Almost All	(90%)
Promotions	Few	(10%)
Temporary	None	(0%)

## **RECRUITMENT METHODS**

(Out of 1 firm, 1 answered this question.)

*The three most successful recruitment methods used by responding employers are:*

Internet	All	(100%)
Newspaper Ads	All	(100%)
Military Papers	All	(100%)
Job Fairs	All	(100%)

## **SIZE OF OCCUPATION**

**SIZE OF OCCUPATION:** Medium (74 to 74)

**GENDER:** Female employees 5 (7%)  
Male employees 69 (93%)

## **WHERE THE JOBS ARE** (in survey area)

*Major employing industries:*

State government

# STATE-HIGHWAY POLICE OFFICERS

**DOT CODE: 375263018**

**1 Firm Responding -- 74 Employees Represented**

## **WAGES and BENEFITS** (June/August 2000)

(Hourly wages)

### Wages (Union)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	24.03-24.03	24.03
New Hires, Experienced	24.03-24.03	24.03
Experienced, 3 Years w/Firm	33.67-33.67	33.67

(100% of responding employers employ union workers in this occupation.)

## **TIME BASE/HOURS WORKED**

Full Time, avg 40 hrs/wk	All	(100%)
Part Time, avg 0 hrs/wk	None	(0%)
Temporary/On Call, avg 0 hrs/wk	None	(0%)
Seasonal, avg 0 hrs/wk	None	(0%)

## **SHIFTS**

(Out of 1 firm, 1 answered this question.)

*Responding employers report the following shifts are available for this occupation:*

Day	All	(100%)
Swing	All	(100%)
Graveyard	All	(100%)
Other Shifts	None	(0%)

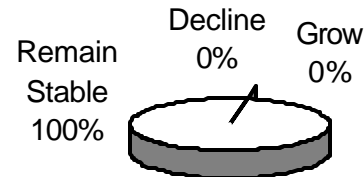
## **BENEFITS**

	<u>Employer Pays All</u>		<u>Share Cost</u>		<u>Employee Pays All</u>	
	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>
Medical	100%	0%	0%	0%	0%	0%
Dental	100%	0%	0%	0%	0%	0%
Vision	100%	0%	0%	0%	0%	0%
Life	100%	0%	0%	0%	0%	0%
Sick	100%	0%	0%	0%	0%	0%
Vacation	100%	0%	0%	0%	0%	0%
Retirement	100%	0%	0%	0%	0%	0%
Child Care	0%	0%	0%	0%	0%	0%

## **PROJECTIONS**

*Growth Rate, 1995-2002:* Information not available

*Responding employers expect this occupation's employment over the next 24 months to:*



## **OTHER INFORMATION**

### **PROMOTIONAL OPPORTUNITIES**

(Out of 1 firm, 1 answered this question)

*All (100%) of responding employers may promote employees to one or more of the following:*

Sergeant, supervisor, lieutenant, management

For additional information about this occupation, refer to the Occupational Outlook Handbook, page 366; the California Occupational Guides, No. 457. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

## **CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)**

Calaveras County Regional Occupational Programs  
PO Box 208, 364 Murphys Grade Road  
Altaville, CA 95221  
(209) 736-8365  
*Law Enforcement*

Tuolumne County Regional Occupational Programs  
430 N. Washington Street  
Sonora, CA 95370  
(209) 533-0423  
*Law Enforcement*

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

**MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties**

**Spring/Summer 2000**

# STOCK CLERKS-STOCKROOM, WAREHOUSE, STORAGE YARD

**OES CODE: 580230**

**15 Firms Responding -- 54 Employees Represented**

## **DESCRIPTION OF OCCUPATION**

Stock Clerks, Stockroom, Warehouse, and Storage Yard, receive, store, and issue materials, equipment, and other items from stockroom, warehouse, or storage yard, and keep records and compile stock reports. Does not include Stockroom Laborers and workers who's primary duties involve shipping, weighing, and checking.

## **EMPLOYER REQUIREMENTS**

### **EDUCATION**

Less than High School Diploma	Many	(40%)
High School Diploma or Equivalent	Most	(60%)
Associate Degree (2 Year)	None	(0%)
Bachelor Degree (4 Year)	None	(0%)
Graduate Study	None	(0%)

### **TRAINING/EXPERIENCE**

	Yes	No	Preferred	No Response
Work Experience Required	13%	47%	40%	0%
Other Occupational Experience Accepted	20%	40%		40%
Training in Lieu Of Experience Accepted	33%	20%		47%
Technical/Vocational Training Required	0%	14%	7%	0%

## **SKILLS, LICENSES and OTHER REQUIREMENTS**

*Skills needed for job entry:*

Technical: Able to read forms quickly, stock shelves, analyze data to solve problems, use computerized reference material, synthesize information and accurately record and report information. Possess labeling skills and understand inventory techniques.

Physical: Able to stand continuously for 2 or more hours or prolonged periods and lift at least 50 lbs. repeatedly.

Personal: Able to make decisions, interact well with others, and work independently and under pressure. Possess organizational and interpersonal skills, creativity, and a willingness to work with close supervision, and on-call, nights, weekends, and holidays.

Basic: Able to read and follow written and oral instructions and write legibly. Possess oral communication and basic math skills.

### **Positions requiring license or certification:**

No license or certification required.

## **COMPUTER SOFTWARE SKILLS**

*The following number of responding employers reported they seek applicants with:*

Word Processing	4	Spreadsheet	4
Database	2	Desktop Publishing	0

## **SUPPLY and DEMAND**

*Responding employers reported the following difficulty finding fully qualified applicants:*

Experienced:	Moderately Difficult
Inexperienced:	Moderately Difficult

## **TURNOVER**

*Responding employers reported a total of 35 persons hired in this occupation during the last 12 months to fill the following vacancies.*

New Positions (Growth)	Few	(9%)
Employees Leaving	Most	(77%)
Promotions	Few	(14%)
Temporary	None	(0%)

## **RECRUITMENT METHODS**

(Out of 15 firms, 15 answered this question.)

*The three most successful recruitment methods used by responding employers are:*

Employee Referrals	Many	(47%)
Newspaper Ads	Almost All	(80%)
Walk-In Applicants	Many	(53%)

## **SIZE OF OCCUPATION**

**SIZE OF OCCUPATION:** Large (175 to 214)

<b><u>GENDER:</u></b> Female employees	16	(30%)
Male employees	38	(70%)

## **WHERE THE JOBS ARE** (in survey area)

*Major employing industries:*

Grocery stores  
Department stores  
Hardware stores  
Miscellaneous general merchandise stores  
Arts and home supply stores  
Lumber and other building material stores

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

**MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties**

**Spring/Summer 2000**

# STOCK CLERKS-STOCKROOM, WAREHOUSE, STORAGE YARD

**OES CODE: 580230**

**15 Firms Responding -- 54 Employees Represented**

## **WAGES and BENEFITS** (June/August 2000)

(Hourly wages)

Wages (Union, Non-Union, and Union Undetermined)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	5.75-6.50	6.00
New Hires, Experienced	5.75-9.00	6.50
Experienced, 3 Years w/Firm	6.50-10.50	7.50

(13% of responding employers employ union workers in this occupation.)

## **TIME BASE/HOURS WORKED**

Full Time, avg 40 hrs/wk	Many	(46%)
Part Time, avg 23 hrs/wk	Many	(54%)
Temporary/On Call, avg 0 hrs/wk	None	(0%)
Seasonal, avg 0 hrs/wk	None	(0%)

## **SHIFTS**

(Out of 15 firms, 15 answered this question.)

Responding employers report the following shifts are available for this occupation:

Day	All	(100%)
Swing	Some	(27%)
Graveyard	Few	(7%)
Other Shifts	None	(0%)

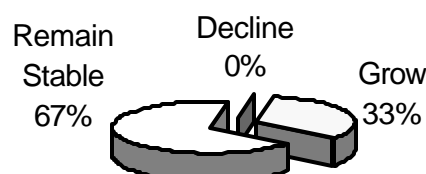
## **BENEFITS**

	<u>Employer Pays All</u>		<u>Share Cost</u>		<u>Employee Pays All</u>	
	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>
Medical	33%	13%	20%	7%	0%	0%
Dental	27%	0%	20%	13%	0%	0%
Vision	20%	0%	13%	13%	0%	0%
Life	13%	0%	7%	7%	0%	0%
Sick	40%	7%	0%	0%	0%	0%
Vacation	73%	27%	0%	0%	0%	0%
Retirement	20%	0%	33%	20%	0%	0%
Child Care	0%	0%	0%	0%	0%	0%

## **PROJECTIONS**

Growth Rate, 1995-2002: 22.3%, Faster than average

Responding employers expect this occupation's employment over the next 24 months to:



## **OTHER INFORMATION**

### **PROMOTIONAL OPPORTUNITIES**

(Out of 15 firms, 15 answered this question)

Almost All (80%) of responding employers may promote employees to one or more of the following:

Department manager, checker, forklift driver, assembler, assistant department manager, clerk, counter clerk, apprentice clerk, journeyman clerk, management, purchasing, supervision

For additional information about this occupation, refer to the Occupational Outlook Handbook, page 310; the California Occupational Guides, No. 74. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

## **CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)**

None provided in survey area.

# TEACHERS—ELEMENTARY SCHOOL

OES CODE: 313050

15 Firms Responding – 627 Employees Represented

## DESCRIPTION OF OCCUPATION

Elementary School Teachers teach elementary (kindergarten through eighth grade) pupils in public or private schools basic academic, social, and other formative skills. Does not include special education teachers who teach only students with disabilities.

## COMPUTER SOFTWARE SKILLS

The following number of responding employers reported they seek applicants with:

Word Processing	6	Spreadsheet	2
Database	1	Desktop Publishing	2

## EMPLOYER REQUIREMENTS

### EDUCATION

Less than High School Diploma	None	(0%)
High School Diploma or Equivalent	None	(0%)
Associate Degree (2 Year)	None	(0%)
Bachelor Degree (4 Year)	All	(100%)
Graduate Study	None	(0%)

### TRAINING/EXPERIENCE

	Yes	No	Preferred	No Response
Work Experience Required	27%	33%	40%	0%
Other Occupational Experience Accepted	0%	67%		33%
Training in Lieu Of Experience Accepted	27%	40%		33%
Technical/Vocational Training Required	100%	0%	0%	0%

## SKILLS, LICENSES and OTHER REQUIREMENTS

Skills needed for job entry:

**Technical:** Able to write effectively, apply teaching techniques, and administer emergency first aid. Possess supervisory, record keeping, audiovisual teaching, problem solving skills, and classroom management skills, and a state teachers' certificate.

**Physical:** Pass pre-employment test.

**Personal:** Able to exercise patience, work independently, and under pressure. Possess a clean police record, willingness to work with close supervision, and understand a variety of cultures.

**Basic:** Able to read and follow instructions and write legibly. Possess oral communication and basic math skills.

### Positions requiring license or certification:

Preliminary (5-year) Teacher Credential  
Professional Clear (5-year) Teacher Credential

## SUPPLY and DEMAND

Responding employers reported the following difficulty finding fully qualified applicants:

Experienced:	Moderately Difficult
Inexperienced:	Moderately Difficult

## TURNOVER

Responding employers reported a total of 49 persons hired in this occupation during the last 12 months to fill the following vacancies.

New Positions (Growth)	Few	(16%)
Employees Leaving	Almost All	(84%)
Promotions	None	(0%)
Temporary	None	(0%)

## RECRUITMENT METHODS

(Out of 15 firms, 15 answered this question.)

The three most successful recruitment methods used by responding employers are:

Employee Referrals	Some	(27%)
Newspaper Ads	Most	(73%)
In-House Promotion or Transfer	Some	(33%)

## SIZE OF OCCUPATION

**SIZE OF OCCUPATION:** Very Large (743 to 838)

<b>GENDER:</b> Female employees	465	(74%)
Male employees	162	(26%)

## WHERE THE JOBS ARE (in survey area)

Major employing industries:

Elementary and secondary schools  
Religious organizations

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Spring/Summer 2000

# TEACHERS—ELEMENTARY SCHOOL

**OES CODE: 313050**

**15 Firms Responding – 627 Employees Represented**

## **WAGES and BENEFITS** (June/August 2000)

(Hourly wages)

Wages (Union, Non-Union, and Union Undetermined)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	8,000-32,000	17,473
New Hires, Experienced	8,000-34,000	28,960
Experienced, 3 Years w/Firm	12,000-46,137	32,004

(67% of responding employers employ union workers in this occupation. Most [60%] responding employers reported they increase employees pay for additional education units earned.)

## **TIME BASE/HOURS WORKED**

Full Time, avg 37 hrs/wk	Almost All	(96%)
Part Time, avg 8 hrs/wk	Few	(2%)
Temporary/On Call, avg 7 hrs/wk	Few	(2%)
Seasonal, avg 0 hrs/wk	None	(0%)

## **SHIFTS**

(Out of 15 firms, 15 answered this question.)

Responding employers report the following shifts are available for this occupation:

Day	All	(100%)
Swing	None	(0%)
Graveyard	None	(0%)
Other Shifts	None	(0%)

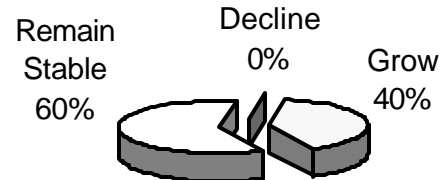
## **BENEFITS**

	<u>Employer Pays All</u>		<u>Share Cost</u>		<u>Employee Pays All</u>	
	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>
Medical	33%	0%	47%	0%	0%	0%
Dental	33%	0%	40%	0%	0%	0%
Vision	27%	0%	40%	0%	0%	0%
Life	7%	0%	0%	0%	0%	0%
Sick	80%	0%	0%	0%	0%	0%
Vacation	47%	0%	0%	0%	0%	0%
Retirement	20%	0%	47%	0%	13%	0%
Child Care	7%	0%	0%	0%	0%	0%

## **PROJECTIONS**

Growth Rate, 1995-2002: 12.8%, Slower than average

Responding employers expect this occupation's employment over the next 24 months to:



## **OTHER INFORMATION**

### **PROMOTIONAL OPPORTUNITIES**

(Out of 15 firms, 15 answered this question)

Many (47%) of responding employers may promote employees to one or more of the following:

Director of curriculum, principal, administration, superintendent

For additional information about this occupation, refer to the Occupational Outlook Handbook, page 183; the California Occupational Guides, No. 10; and the California Professional & Business License Handbook, Sixth Edition 1999, page 269. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

## **CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)**

None provided in survey area.

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODGE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Spring/Summer 2000

# TEACHERS—SECONDARY SCHOOL

OES CODE: 313080

8 Firms Responding -- 336 Employees Represented

## DESCRIPTION OF OCCUPATION

Secondary School Teachers instruct students in public or private high schools in one or more subjects, such as English, mathematics, or social studies. Includes vocational high school teachers. Does not include special education teachers who teach only students with disabilities.

## EMPLOYER REQUIREMENTS

### EDUCATION

Less than High School Diploma	None	(0%)
High School Diploma or Equivalent	None	(0%)
Associate Degree (2 Year)	None	(0%)
Bachelor Degree (4 Year)	All	(100%)
Graduate Study	None	(0%)

### TRAINING/EXPERIENCE

	Yes	No	Preferred	No Response
Work Experience Required	25%	50%	25%	0%
Other Occupational Experience Accepted	12%	38%		50%
Training in Lieu Of Experience Accepted	12%	38%		50%
Technical/Vocational Training Required	100%	0%	0%	0%

## SKILLS, LICENSES and OTHER REQUIREMENTS

*Skills needed for job entry:*

**Technical:** Able to write effectively and apply teaching techniques. Possess supervisory, record keeping, audiovisual teaching, problems solving, and classroom management skills, knowledge of algebra, state teachers' certificate, and designated subjects teaching credentials.

**Physical:** Able to pass a pre-employment medical examination.

**Personal:** Able to exercise patience, work independently and under pressure. Possess a clean police record, public contact and interpersonal skills, willingness to work with close supervision, and understand a variety of cultures.

**Basic:** Able to read and follow instructions and write legibly. Possess oral communication and basic math skills.

### Positions requiring license or certification:

Preliminary (5-year) Teacher Credential  
Professional Clear (5-year) Teacher Credential  
Separate Single Subject Credential for individual subjects

## COMPUTER SOFTWARE SKILLS

*The following number of responding employers reported they seek applicants with:*

Word Processing	3	Spreadsheet	0
Database	1	Desktop Publishing	1

## SUPPLY and DEMAND

*Responding employers reported the following difficulty finding fully qualified applicants:*

Experienced:	Moderately Difficult
Inexperienced:	Very Difficult

## TURNOVER

*Responding employers reported a total of 60 persons hired in this occupation during the last 12 months to fill the following vacancies.*

New Positions (Growth)	Few	(10%)
Employees Leaving	Almost All	(90%)
Promotions	None	(0%)
Temporary	None	(0%)

## RECRUITMENT METHODS

(Out of 8 firms, 8 answered this question.)

*The three most successful recruitment methods used by responding employers are:*

Newspaper Ads	Most	(75%)
Internet	Many	(50%)
Employee Referrals	Some	(25%)

## SIZE OF OCCUPATION

**SIZE OF OCCUPATION:** Very Large (393 to 471)

<b>GENDER:</b> Female employees	170	(44%)
Male employees	220	(56%)

## WHERE THE JOBS ARE (in survey area)

*Major employing industries:*

Elementary and secondary schools  
Government  
Correctional institutions

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties

Spring/Summer 2000

# TEACHERS—SECONDARY SCHOOL

**OES CODE: 313080**

**8 Firms Responding -- 336 Employees Represented**

## **WAGES and BENEFITS** (June/August 2000)

(Hourly wages)

### Wages (Union)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	26,099-44,196	27,900
New Hires, Experienced	29,983-44,196	32,000
Experienced, 3 Years w/Firm	29,456-59,023	39,757

(100% of responding employers employ union workers in this occupation. Many [50%] responding employers reported they increase employees pay for additional education units earned.)

### **TIME BASE/HOURS WORKED**

Full Time, avg 36 hrs/wk	Almost All	(86%)
Part Time, avg 10 hrs/wk	Few	(9%)
Temporary/On Call, avg 7 hrs/wk	Few	(4%)
Seasonal, avg 0 hrs/wk	None	(0%)

### **SHIFTS**

(Out of 8 firms, 8 answered this question.)

*Responding employers report the following shifts are available for this occupation:*

Day	All	(100%)
Swing	None	(0%)
Graveyard	None	(0%)
Other Shifts	None	(0%)

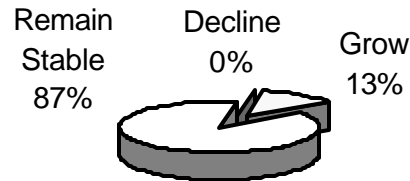
### **BENEFITS**

	<u>Employer Pays All</u>		<u>Share Cost</u>		<u>Employee Pays All</u>	
	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>
Medical	63%	13%	38%	0%	0%	0%
Dental	63%	13%	38%	0%	0%	0%
Vision	63%	13%	38%	0%	0%	0%
Life	38%	0%	0%	0%	0%	0%
Sick	100%	13%	0%	0%	0%	0%
Vacation	50%	0%	0%	0%	0%	0%
Retirement	50%	13%	50%	0%	0%	0%
Child Care	0%	0%	0%	0%	25%	0%

## **PROJECTIONS**

*Growth Rate, 1995-2002: 19.8%, Average*

*Responding employers expect this occupation's employment over the next 24 months to:*



## **OTHER INFORMATION**

### **PROMOTIONAL OPPORTUNITIES**

(Out of 8 firms, 8 answered this question)

*Almost All (88%) of responding employers may promote employees to one or more of the following:*

Administration, management, counselor, director of curriculum, assistant principal, academic instruction supervisor

For additional information about this occupation, refer to the Occupational Outlook Handbook, page 183; the California Occupational Guides, No. 57; and the California Professional & Business License Handbook, Sixth Edition 1999, page 269. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

## **CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)**

None provided in survey area.

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

**MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties**

**Spring/Summer 2000**



# WATER AND LIQUID WASTE TREATMENT PLANT AND SYSTEM OPERATORS

**OES CODE: 950020**

**16 Firms Responding -- 59 Employees Represented**

## **DESCRIPTION OF OCCUPATION**

Water and Liquid Waste Treatment Plant and System Operators operate and/or control an entire process or system, often through the use of panelboards, controlboards, or semi-automatic equipment, to transfer or treat water and/or liquid waste.

## **EMPLOYER REQUIREMENTS**

### **EDUCATION**

Less than High School Diploma	None	(0%)
High School Diploma or Equivalent	All	(100%)
Associate Degree (2 Year)	None	(0%)
Bachelor Degree (4 Year)	None	(0%)
Graduate Study	None	(0%)

### **TRAINING/EXPERIENCE**

	<u>Yes</u>	<u>No</u>	<u>Preferred</u>	<u>No Response</u>
Work Experience Required	81%	6%	13%	0%
Other Occupational Experience Accepted	12%	76%		12%
Training in Lieu Of Experience Accepted	31%	63%		6%
Technical/Vocational Training Required	69%	6%	25%	0%

## **SKILLS, LICENSES and OTHER REQUIREMENTS**

*Skills needed for job entry:*

**Technical:** Able to write effectively, maintain equipment, read monitoring equipment, operate precision measuring instruments, apply principles of hazardous & toxic disposal, maintain progress notes and treatment summaries, adjust and calibrate field equipment, accurately record and report information, and follow safe equipment operating practices, statistical process control procedures, waste water treatment procedures, and government regulations and reporting requirements. Possess valid driver's license, knowledge of water processing equipment, and understand collection and sampling techniques.

**Physical:** Able to tolerate dust and unpleasant odors, walk for prolonged periods of time, work outdoors in all weather conditions, and stand continuously for 2 or more hours.

**Personal:** Able to work independently and assess emergency situations and set priorities quickly. Possess willingness to work with close supervision and work on-call, nights, weekends, and holidays.

**Basic:** Able to read and follow instructions and write legibly. Possess oral communication and basic math skills.

### **Positions requiring license or certification:**

Waste Water Treatment Plant Operator (municipal or government owned)  
Water Treatment Plant Operator

## **COMPUTER SOFTWARE SKILLS**

*The following number of responding employers reported they seek applicants with:*

Word Processing	3	Spreadsheet	4
Database	2	Desktop Publishing	0

## **SUPPLY and DEMAND**

*Responding employers reported the following difficulty finding fully qualified applicants:*

Experienced:	Moderately Difficult
Inexperienced:	Moderately Difficult

## **TURNOVER**

*Responding employers reported a total of 11 persons hired in this occupation during the last 12 months to fill the following vacancies.*

New Positions (Growth)	Few	(9%)
Employees Leaving	Most	(64%)
Promotions	Some	(27%)
Temporary	None	(0%)

## **RECRUITMENT METHODS**

(Out of 16 firms, 16 answered this question.)

*The three most successful recruitment methods used by responding employers are:*

Newspaper Ads	Most	(63%)
In-House Promotion or Transfer	Many	(56%)
Employee Referrals	Some	(25%)
Walk-In Applicants	Some	(25%)

## **SIZE OF OCCUPATION**

**SIZE OF OCCUPATION:** Large (117 to 138)

<b>GENDER:</b> Female employees	5	(8%)
Male employees	54	(92%)

## **WHERE THE JOBS ARE** (in survey area)

*Major employing industries:*

Government  
Water supply firms  
Air, water, and solid waste management firms

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

**MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties**

**Spring/Summer 2000**

# WATER AND LIQUID WASTE TREATMENT PLANT AND SYSTEM OPERATORS

**OES CODE: 950020**

**16 Firms Responding -- 59 Employees Represented**

## **WAGES and BENEFITS** (June/August 2000)

(Hourly wages)

Wages (Non-Union, and Union Undetermined)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	8.00-11.00	9.00
New Hires, Experienced	8.00-16.33	11.77
Experienced, 3 Years w/Firm	13.00-18.28	16.33

### Wages (Union)

	<u>Range</u>	<u>Median</u>
New Hires, No Experience	Not Applicable	
New Hires, Experienced	12.45-15.60	14.45
Experienced, 3 Years w/Firm	13.07-27.83	16.64

(38% of responding employers employ union workers in this occupation.)

## **TIME BASE/HOURS WORKED**

Full Time, avg 40 hrs/wk	Almost All	(88%)
Part Time, avg 17 hrs/wk	Few	(8%)
Temporary/On Call, avg 2 hrs/wk	Few	(3%)
Seasonal, avg 0 hrs/wk	None	(0%)

## **SHIFTS**

(Out of 16 firms, 16 answered this question.)

Responding employers report the following shifts are available for this occupation:

Day	All	(100%)
Swing	Few	(13%)
Graveyard	Few	(6%)
Other Shifts	Few	(6%)

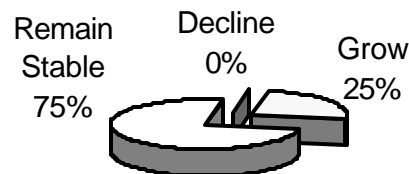
## **BENEFITS**

	<u>Employer Pays All</u>		<u>Share Cost</u>		<u>Employee Pays All</u>	
	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>	<u>F/T</u>	<u>P/T</u>
Medical	56%	0%	25%	0%	0%	0%
Dental	69%	0%	13%	0%	0%	0%
Vision	56%	0%	0%	0%	0%	0%
Life	56%	0%	0%	0%	0%	0%
Sick	81%	0%	0%	0%	0%	0%
Vacation	88%	0%	0%	0%	0%	0%
Retirement	63%	0%	13%	0%	6%	0%
Child Care	0%	0%	0%	0%	0%	0%

## **PROJECTIONS**

Growth Rate, 1995-2002: 17.9%, Average

Responding employers expect this occupation's employment over the next 24 months to:



## **OTHER INFORMATION**

### **PROMOTIONAL OPPORTUNITIES**

(Out of 16 firms, 16 answered this question)

Many (44%) of responding employers may promote employees to one or more of the following:

Chief wastewater operator, crew leader, grade II,III water operator, water and sewer operations manager, maintenance foreman, chief plant operator, plant operator III, water production supervisor

For additional information about this occupation, refer to the Occupational Outlook Handbook, page 468; the California Occupational Guides, No. 443; and the California Professional & Business License Handbook, Sixth Edition 1999, pages 167 and 278. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

## **CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)**

None provided in survey area.

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

**MOTHER LODGE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties**

**Spring/Summer 2000**

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LABEL

**ALL RESPONSES ARE KEPT STRICTLY CONFIDENTIAL**

Whom should we contact with any further questions?

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**GENERAL OFFICE CLERKS (553470)**

General Office Clerks perform a wide variety of tasks. Clerical duties may be assigned in accordance with the office procedures of individual establishments and may include a combination of bookkeeping, typing, stenography, office machine operation, and filing. Please do not include workers whose duties are narrowly defined.

**Does your firm employ any individual performing the duties in the occupation described above?** ☐ Yes ☐ No

**If yes**, please complete this questionnaire for the occupation described.

**If no**, please return this questionnaire to the above address.

If your firm has multiple locations, please confine your answers to locations in **Amador, Calaveras, Mariposa and Tuolumne Counties**.

1. What job title(s) does your firm use for these duties? \_\_\_\_\_

2a. How many employees does your firm currently have **in this occupation**? \_\_\_\_\_

2b. **In this occupation**, how many are: Male? \_\_\_\_\_ Female? \_\_\_\_\_

2c. **In this occupation**, how many current employees are there; and, on average, how many weekly hours do they work?

Regular, Full Time: _____	Average Weekly Hours Worked: _____
Regular, Part Time: _____	Average Weekly Hours Worked: _____
Temporary/On Call: _____	Average Weekly Hours Worked: _____
Seasonal: _____	Average Weekly Hours Worked: _____

3. In your firm, what shifts are available **for this occupation**? (check all that apply)

☐ Day ☐ Swing ☐ Graveyard ☐ Other (Please specify): \_\_\_\_\_

4. Has your firm hired **in this occupation** within the last 12 months? ☐ Yes ☐ No

If yes, How many were hired to fill vacancies resulting from promotions within your firm? \_\_\_\_\_

How many were hired to fill vacancies resulting from people in permanent positions leaving your firm? \_\_\_\_\_

How many were hired to fill new permanent positions resulting from growth? \_\_\_\_\_

How many were hired to fill temporary, on call, or seasonal positions? \_\_\_\_\_

5a. During the last 12 months, did your firm's employment **in this occupation**: (Check one)

☐ Decline ☐ Remain Stable ☐ Grow

5b. Over the next 24 months, do you expect your firm's employment **in this occupation** to: (Check one)

☐ Decline ☐ Remain Stable ☐ Grow

6. When you hire applicants for this occupation, is prior experience **in this occupation** required?

☐ Yes ☐ No ☐ Not required, but preferred

If yes or preferred, how much experience **in this occupation** is required/preferred? \_\_\_\_\_ months

Is experience in other occupations accepted? ☐ Yes ☐ No

If yes, please specify: Occupation: \_\_\_\_\_ months \_\_\_\_\_

7. If prior experience is required when you hire applicants **for this occupation**, please indicate how difficult it is for your firm to find fully qualified applicants. (Circle one)

Not Difficult = 1    2    3    4 = Difficult

---

8. If prior experience is not required when you hire applicants **for this occupation**, please indicate how difficult it is for your firm to find qualified applicants. (Circle one)

Not Difficult = 1    2    3    4 = Difficult

---

9. Does your firm accept training as a substitute for experience **in this occupation**? ☐ Yes ☐ No

If yes, how many months of training can generally be substituted? \_\_\_\_\_ months

---

10. What is the **minimum** level of education your firm requires **when hiring** an applicant **in this occupation**? (Check one).

☐ Less than high school diploma    ☐ High school diploma or equivalent

☐ Associate Degree (2 year)    ☐ Bachelor Degree (4 year)    ☐ Graduate Study

---

11. Is technical or vocational training required **prior** to employment **in this occupation**?

☐ Yes ☐ No ☐ Not required, but preferred

If yes or preferred, what kind of training is required/preferred? \_\_\_\_\_ months \_\_\_\_\_

Is this training in addition to the minimum level of education required indicated in question #10? ☐ Yes ☐ No

---

12a. What is the usual income earned by your firm's employees **in this occupation** at the following levels of skill and experience?

Base Wage or Salary

- New hires, no experience (trained or untrained): \$ \_\_\_\_\_
- New hires who are experienced: \$ \_\_\_\_\_
- Experienced employees after 3 years with your firm: \$ \_\_\_\_\_

Please check one: ☐ Hour ☐ Week ☐ Month ☐ Year

If yearly, is salary based on a 52-week year? ☐ Yes ☐ No If no, indicate days, weeks, or months worked per year. \_\_\_\_\_

If yearly, is salary based on a 40-hour week? ☐ Yes ☐ No If no, how many hours per week is the salary based on? \_\_\_\_\_ hours

---

12b. For **other compensation**, if applicable, please indicate the average overall earnings and type(s) of compensation.

- New hires, no experience (trained or untrained): \$ \_\_\_\_\_
- New hires who are experienced: \$ \_\_\_\_\_
- Experienced employees after 3 years: \$ \_\_\_\_\_

Please check one: ☐ Hour ☐ Week ☐ Month ☐ Year

**Type of Compensation:** ☐ Commission ☐ Tips ☐ Bonus ☐ Piece Rate ☐ Other (Please specify): \_\_\_\_\_

---

13. Are the wages for employees **in this occupation** subject to a collective bargaining or union agreement?

☐ Yes ☐ No If yes, what is the name of the union or local number? \_\_\_\_\_

---

14. Please check which benefits your firm offers full-time (FT) and part-time (PT) employees **in this occupation** and which best describes who pays for them:

	Employer Pays All		Share Cost		Employee Pays All		Not Provided	
	FT	PT	FT	PT	FT	PT	FT	PT
Medical Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dental Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vision Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Life Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sick Leave	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vacation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Retirement Plan (do not include 401K plan)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
401K Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Child Care	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (Please Specify): _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

15a. Does your firm ever promote employees **in this occupation** to higher level positions? ☐ Yes ☐ No

If yes, what are the titles of the positions to which they may be promoted?

\_\_\_\_\_

15b. What skills are important for career advancement?

\_\_\_\_\_

16. What computer software skills, if any, does your firm seek in applicants **for this occupation**? (Check all that apply)

☐ None ☐ Word Processing ☐ Spreadsheet ☐ Database ☐ Desktop Publishing ☐ Other (Please specify):

Specify Software \_\_\_\_\_

17. What other **new** skills are needed to perform the duties **of this occupation**? (Please include any that are not listed in question 21)

\_\_\_\_\_

18. When your firm hires employees **for this occupation**, which are the top three most successful recruitment methods?

<input type="checkbox"/> In-house promotions or transfers	<input type="checkbox"/> News paper ads	<input type="checkbox"/> Internet
<input type="checkbox"/> EDD	<input type="checkbox"/> Walk-in applicants	<input type="checkbox"/> Colleges/Universities
<input type="checkbox"/> School/program referrals	<input type="checkbox"/> Union hall referrals	<input type="checkbox"/> Employee referrals
<input type="checkbox"/> Private employment agencies	<input type="checkbox"/> Trade journals	<input type="checkbox"/> Other (Please specify):

\_\_\_\_\_

19. Are you aware of any new, changing, or emerging occupations in your industry? ☐ Yes ☐ No

If yes, please specify: \_\_\_\_\_

20. Would you like to receive a complimentary copy of the survey results for this occupation? ☐ Yes ☐ No

21. The following list identifies skills and qualifications as important for job performance **in this occupation** as reported by the EDD Labor Market Information Division. Please check the skills that are important to you.

#### Basic

\_\_\_ Basic math skills

\_\_\_ Oral communication skills

\_\_\_ Ability to read and follow instructions

\_\_\_ Ability to write legibly

#### Technical

\_\_\_ Ability to write effectively

\_\_\_ Ability to operate a transcribing machine

\_\_\_ Ability to type at least 45 wpm

\_\_\_ Telephone answering skills

\_\_\_ English grammar, spelling, and punctuation skills

\_\_\_ Ability to operate 10-key adding machine by touch

\_\_\_ Alphabetic and numeric filing skills

\_\_\_ Record keeping skills

#### Physical

None listed

#### Personal or other

\_\_\_ Public contact skills

\_\_\_ Willingness to work with close supervision

\_\_\_ Ability to work independently

\_\_\_ Ability to perform routine, repetitive work

# **THE PLACE...**

for  
California Labor Market and Occupational Information  
on the Internet

**<http://www.calmis.ca.gov>**

This is the Internet home page of the Labor Market Information Division of the California Employment Development Department. Other EDD services can be reached by linking from this page or directly by accessing the following: **<http://www.edd.ca.gov>**

*For more information contact the Labor Market Information Division at (916) 262-2162 or the EDD LMID/Area Services Group County Single Point of Contact (see page 165).*

ALL RESPONSES ARE KEPT STRICTLY CONFIDENTIAL

Whom should we contact with any further questions?

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Company: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**a**

**Please return completed questionnaire to:**

Mother Lode Job Training Phone: 209-532-2820

19900 Cedar Road North Fax: 209-533-1079

Sonora, CA 95370

## HAIRDRESSERS, HAIRSTYLISTS, AND COSMETOLOGISTS

Hairdressers, Hairstylists, and Cosmetologists provide beauty services for customers, such as suggesting hair styles, cutting and styling hair, treating the scalp, applying make-up, and dressing wigs. Please do not include Shampooers, Manicurists, and Beauty School Instructors.

**Are you self-employed in the occupation described above?** ☐ Yes ☐ No

**If yes**, please complete this survey for the occupation described.

**If no**, please return this questionnaire to the above address.

1. What job title do you use? \_\_\_\_\_

2. How long have you been self-employed **in this occupation**? \_\_\_\_\_

3. Your gender: Male? \_\_\_\_\_ Female? \_\_\_\_\_

4. **In this occupation**, on average, how many **weekly** hours do you work? \_\_\_\_\_

5. Do you own your own business or rent space in a salon: ☐ Own ☐ Rent Space in a Salon Other: \_\_\_\_\_

6. Over the next 24 months, do you expect to remain self-employed **in this occupation**: (Check one)

☐ Yes ☐ No, Retiring ☐ No, going to work for someone else ☐ No, going to work in a different occupation

7. Where did you receive training **for this occupation**:

☐ ROP Class ☐ Private Beauty School ☐ Beauty Salon ☐ Other: \_\_\_\_\_

8. How long was your training: \_\_\_\_\_ months

9. What is the minimum level of education you had when you became self-employed **in this occupation**? (Check one).

☐ Less than high school diploma ☐ High school diploma or equivalent  
☐ Associate Degree (2 year) ☐ Bachelor Degree (4 year) ☐ Graduate Study

10. What is your average annual income (net) **in this occupation per year**? \$ \_\_\_\_\_

11. Are tips included in the average annual income? ☐ Yes ☐ No If "No", what is your average annual tips? \$ \_\_\_\_\_

12. What skills are the most important **for self-employment in this occupation**? \_\_\_\_\_

13. Are you aware of any new, changing, or emerging occupations in your industry? ☐ Yes ☐ No

If yes, please specify: \_\_\_\_\_

14. Would you like to receive a complimentary copy of the survey results for this occupation? ☐ Yes ☐ No



# HAIRDRESSERS, HAIRSTYLISTS, AND COSMETOLOGISTS

## SELF-EMPLOYED

### OES CODE: 680050

### 17 Firms Responding

#### **DESCRIPTION OF OCCUPATION**

Hairdressers, Hairstylists, and cosmetologists provide beauty services for customers, such as suggesting hair styles, cutting and styling hair, treating the scalp, applying make-up, and dressing wigs. Shampooers, Manicurists, and Beauty School Instructors are not included.

#### **EDUCATION**

##### ***LEVEL OF EDUCATION AT TIME OF SELF-EMPLOYMENT:***

Less than High School Diploma	None	(0%)
High School Diploma or Equivalent	All	(100%)
Associate Degree (2 Year)	None	(0%)
Bachelor Degree (4 Year)	None	(0%)
Graduate Study	None	(0%)

##### ***TRAINING/EXPERIENCE***

Regional Occupational Program	Many	(53%)
Private Beauty School	Many	(47%)
Beauty Salon	None	(0%)

##### ***LENGTH OF SELF-EMPLOYMENT IN OCCUPATION***

1-5 years	29%
6-10 years	24%
11-15 years	12%
16-20 years	6%
20+ years	29%

##### ***SKILLS, LICENSES and OTHER REQUIREMENTS***

*Skills listed as important for self-employment in this occupation on returned questionnaires:*

Possess good communication, people, customer service, and business management skills; knowledge of work, good personality, artistic/creative ability, and disciplined spending habits; able to enjoy working with people, be self-motivated, responsible, and honest.

##### ***Positions requiring license or certification:***

Cosmetologist, Esthetician, Manicurist

#### **OWN OR RENT SPACE**

Owner of own salon, 47%  
Rent Space in a salon, 53%

#### **WAGE / INCOME**

*Average annual income (net):*

Range	Median
\$8,000-\$35,000	\$20,000

##### ***TIME BASE/HOURS WORKED***

Avg more than 41 hrs/wk	Few	(6%)
Avg 31 to 40 hrs/wk	Some	(35%)
Avg 20 to 30 hrs/wk	Many	(53%)
Avg less than 20 hrs/wk	Few	(6%)

##### ***GENDER***

Female 17	(100%)	Male 0	(%)
-----------	--------	--------	-----

#### **OTHER INFORMATION**

For additional information about this occupation, refer to the Occupational Outlook Handbook, page 348; the California Occupational Guides, No. 58; and the California Professional & Business License Handbook, Sixth Edition 1999, page 50-51. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

#### **CALIFORNIA TRAINING and EDUCATION PROVIDERS (CTEP)**

Amador County Regional Occupational Programs  
217 Rex Avenue  
Jackson, CA 95642  
(209) 223-1750  
**Cosmetology**

Calaveras County Regional Occupational Programs  
PO Box 208, 364 Murphys Grade Road  
Altaville, CA 95221  
(209) 736-8365  
**Cosmetology**

Tuolumne County Regional Occupational Programs  
430 N. Washington Street  
Sonora, CA 95370  
(209) 533-0423  
**Cosmetology**

Key Terms: All=100%; Almost All=80-99%; Most=60-79%; Many=40-59%; Some=20-39%; Few=less than 20% of responding employers.

**MOTHER LODE CONSORTIUM: Amador, Calaveras, Mariposa, and Tuolumne Counties**

**Spring/Summer 2000**

## **CALIFORNIA COOPERATIVE OCCUPATIONAL INFORMATION SYSTEM LOCAL PARTNERS/AGENCIES**

### **ALAMEDA COUNTY**

Oakland Private Industry Council  
510-768-4409  
Web Site: <http://www.oaklandpic.org>

### **CONTRA COSTA COUNTY**

Workforce Development Board of Contra Costa County  
925-646-5039  
Web Site: <http://www.wdbccc.com>

### **FRESNO COUNTY**

Fresno County Workforce Investment Board  
559-490-7174  
Web Site: <http://www.jobsfresno.com>

### **GOLDEN SIERRA CONSORTIUM**

(Alpine, El Dorado, Placer, Nevada and Sierra Counties)  
Golden Sierra Job Training Agency  
530-265-3201  
Web Site: <http://www.goldensierra.com>

### **HUMBOLDT COUNTY**

Humboldt County Department of Health and Human  
Services Employment Training  
707-441-4664  
Web Site: [www.humboldttd.com](http://www.humboldttd.com)

### **IMPERIAL COUNTY**

Workforce Investment Board of Imperial County  
760-336-4074  
Web Site: <http://www.wibic.org>

### **KERN, INYO AND MONO CONSORTIUM**

Kern, Inyo, Mono Workforce Investment Board  
Employers' Training Resource  
661-336-6978  
Web Site: [www.etronline.com](http://www.etronline.com)

### **KINGS COUNTY**

Kings County Job Training Office  
559-585-4727  
Web Site: [www.kingsedc.org](http://www.kingsedc.org)

### **LOS ANGELES COUNTY**

City of Long Beach, Workforce Development Bureau  
CCOIS Unit  
562-570-7755  
Web Site: [www.longbeachworkforce.org](http://www.longbeachworkforce.org)

### **MADERA COUNTY**

Madera County Private Industry Council  
550-662-4593  
Web Site: <http://www.maderaworkforce.org>

### **MENDOCINO COUNTY**

Mendocino Works Employment Resource Center  
707-467-5912  
Web Site: <http://www.mpic.org>

### **MERCED COUNTY**

Merced County Department of Workforce Investment  
209-724-2152  
Web Site: <http://www.co.merced.ca.us>

### **MONTEREY BAY**

(Monterey, San Benito, Santa Cruz Counties)  
Monterey County Workforce Investment Board  
831-796-3312  
Web Site: <http://www.co.monterey.ca.us>

### **MOTHER LODE CONSORTIUM**

(Amador, Calaveras, Mariposa and Tuolumne Counties)  
Mother Lode Job Training Agency  
209-532-2820  
Web Site: <http://www.jobconnect.org>

### **NORTH BAY COUNTIES CCOIS PROJECT**

(Marin, Napa, Solano and Sonoma Counties)  
Workforce Information Group, Inc.  
(916) 984-9615  
Web Site: <http://www.work-info.com>

### **NORTH CENTRAL COUNTIES CONSORTIUM**

(Colusa, Glenn, Lake, Sutter and Yuba Counties)  
North State Occupational Research Group  
530-898-7020  
Web Site: <http://www.northcentralcounties.org>

### **NO. RURAL TRNG/EMPLOYMENT CONSORTIUM (NoRTEC)**

(Butte, Del Norte, Lassen, Modoc, Plumas, Siskiyou, Tehama,  
and Trinity Counties)  
530-538-5378  
Web Site: <http://www.ncen.org/butte>

### **ORANGE COUNTY**

Orange County Workforce Investment Board  
714-567-7414  
Web Site: <http://www.oc.ca.gov>

### **RIVERSIDE COUNTY**

Riverside County Workforce Development Agency  
909-955-1029  
Web Site: <http://www.rivcoeda.org>

### **SACRAMENTO/YOLO JOINT PROJECT**

Sacramento Employment & Training Agency  
800-886-3372  
Web Site: <http://www.seta.net>

**CALIFORNIA COOPERATIVE OCCUPATIONAL INFORMATION SYSTEM**  
**LOCAL PARTNERS/AGENCIES (continued)**

**SAN BERNARDINO COUNTY**

County of San Bernardino Economic Development  
Services Group  
909-381-7949  
Web Site: <http://www.sbcounty.gov>

**SAN DIEGO COUNTY**

San Diego Workforce Partnership  
619-744-0356  
Web Site: <http://www.SanDiegoAtWork.com>

**SAN FRANCISCO COUNTY**

Private Industry Council of San Francisco, Inc.  
415-431-8700  
Web Site: <http://www.411@picsf.org>

**SAN JOAQUIN COUNTY**

San Joaquin Employment & Economic Development Dept.  
209-468-3583  
Web Site: [www.sjcworknet.org](http://www.sjcworknet.org)

**SAN LUIS OBISPO COUNTY**

San Luis Obispo Private Industry Council  
805-788-2601  
Web Site: <http://www.jobhunt.org/pic>

**SAN MATEO**

(San Mateo and Santa Clara Counties)  
NOVA Workforce Investment Board  
408-730-7833  
Web Site: <http://www.novaworks.org>

**SANTA BARBARA COUNTY**

County of Santa Barbara Department of Social Services  
805-614-1503  
Web Site: <http://www.workforceresource.com>

**SHASTA COUNTY**

Shasta County Private Industry Council  
530-245-1570  
Web Site: <http://www.shastasmart.com>

**STANISLAUS COUNTY**

Stanislaus County Department of Employment & Training  
209-558-2107  
Web Site: <http://www.stannet.org>

**TULARE COUNTY**

Tulare County Workforce Investment Department  
559-713-5234  
Web Site: <http://www.tcpic.org>

**VENTURA COUNTY**

County of Ventura, Workforce Administration  
805-652-7892  
Web Site: <http://www.wib.ventura.org>

Employment Development Department, Labor Market Information  
Local Labor Market Consultants  
December 11, 2002

Labor Market Consultants, located throughout California, help people find, access, and use labor market information products and services. They analyze local labor force and industry employment data along with other economic statistics, and provide custom research for agencies involved in workforce preparation and economic development

County Name	Region	Labor Market Consultants	Phone Number	Alternate Contacts
Statewide	N/A	<b>Information Desk</b>	916/262-2162	N/A
Alameda	SF	<u>Idell Weydemeyer</u>	925/602-1536	<u>Paak Yin Tam</u> (415/749-7546)
Alpine	NC	<u>Mary Mahoney</u>	530/470-1909	<u>David Lyons</u> (916/227-2015)
Amador	CC	<u>Bunny Bentley</u>	209/536-2985	<u>Liz Baker</u> (209/941-6551)
Butte	NC	<u>Brandy Daniel</u>	530/895-4300	<u>Kathy Porter</u> (530/225-2562)
Calaveras	CC	<u>Bunny Bentley</u>	209/536-2985	<u>Liz Baker</u> (209/941-6551)
Colusa	NC	<u>Brandy Daniel</u>	530/895-4300	<u>Kathy Porter</u> (530/225-2562)
Contra Costa	SF	<u>Idell Weydemeyer</u>	925/602-1536	<u>Paak Yin Tam</u> (415/749-7546)
Del Norte	NC	<u>Kathy Porter</u>	530/225-2562	<u>Brandy Daniel</u> (530/895-4300)
El Dorado	NC	<u>David Lyons</u>	916/227-2015	<u>Mary Mahoney</u> (530/470-1909)
Fresno	CC	<u>Carla Barnes</u>	559/230-4077	<u>Sarah Parker</u> (661/395-2543)
Glenn	NC	<u>Brandy Daniel</u>	530/895-4300	<u>Kathy Porter</u> (530/225-2562)
Humboldt	NC	<u>Kathy Porter</u>	530/225-2562	<u>Brandy Daniel</u> (530/895-4300)
Imperial	SC	<u>Cheryl Mason</u>	858/689-6544	<u>Thomas Flournoy</u> (909/885-8614)
Inyo	CC	<u>Sarah Parker</u>	661/395-2543	<u>Victor Coelho</u> (559/635-3221)
Kern	CC	<u>Sarah Parker</u>	661/395-2543	<u>Victor Coelho</u> (559/635-3221)
Kings	CC	<u>Victor Coelho</u>	559/635-3221	<u>Carla Barnes</u> (559/230-4077)
Lake	NC	<u>Brandy Daniel</u>	530/895-4300	<u>Kathy Porter</u> (530/225-2562)
Lassen	NC	<u>Brandy Daniel</u>	530/895-4300	<u>Kathy Porter</u> (530/225-2562)
Central	LA	<u>Ericka Saenz</u>	323/290-5966	<u>Bill Freed</u> (562/988-2924)
Eastern	LA	<u>Bradley Kemp</u>	213/744-2569	<u>Ericka Saenz</u> (323/290-5966)
Northern	LA	<u>Abel Alcocer</u>	818/897-8097	<u>Bill Freed</u> (562/988-2824)
Southern	LA	<u>Bill Freed</u>	562/988-2824	<u>Ericka Saenz</u> (323/290-5966)
Madera	CC	<u>Carla Barnes</u>	559/230-4077	<u>Sarah Parker</u> (661/395-2543)
Marin	SF	<u>Paak Yin Tam</u>	415/749-7546	<u>Diane Disharoon</u> (707/863-9753)
Mariposa	CC	<u>Bunny Bentley</u>	209/536-2985	<u>Liz Baker</u> (209/941-6551)
Mendocino	NC	<u>Brandy Daniel</u>	530/895-4300	<u>Kathy Porter</u> (530/225-2562)
Merced	CC	<u>Bunny Bentley</u>	209/536-2985	<u>Liz Baker</u> (209/941-6551)
Modoc	NC	<u>Kathy Porter</u>	530/225-2562	<u>Brandy Daniel</u> (530/895-4300)
Mono	CC	<u>Sarah Parker</u>	661/395-2543	<u>Victor Coelho</u> (559/635-3221)
Monterey	CC	<u>Victor Coelho</u>	559/635-3221	<u>Carla Barnes</u> (559/230-4077)
Napa	SF	<u>Diane Disharoon</u>	707/863-9753	<u>Idell Weydemeyer</u> (925/602-1536)
Nevada	NC	<u>Mary Mahoney</u>	530/470-1909	<u>David Lyons</u> (916/227-2015)
Orange County - North	SC	<u>Maritza Quant</u>	714/687-4816	<u>Cheryl Mason</u> (858/689-6544)
Orange County - South	SC	<u>Ann Marshall</u>	949/588-3888	<u>Cheryl Mason</u> (858/689-6544)
Placer	NC	<u>David Lyons</u>	916/227-2015	<u>Mary Mahoney</u> (530/470-1909)
Plumas	NC	<u>Brandy Daniel</u>	530/895-4300	<u>Kathy Porter</u> (530/225-2562)
Riverside	SC	<u>Thomas Flournoy</u>	909/885-8614	<u>Maritza Quant</u> (714/687-4816)
Sacramento	NC	<u>David Lyons</u>	916/227-2015	<u>Mary Mahoney</u> (530/470-1909)
San Benito	SF	<u>Janice Shriver</u>	408/558-0689	<u>Ruth Kavanagh</u> (650/413-1812)
San Bernardino	SC	<u>Thomas Flournoy</u>	909/885-8614	<u>Maritza Quant</u> (714/687-4816)
San Diego	SC	<u>Cheryl Mason</u>	858/689-6544	<u>Ann Marshall</u> (949/588-3888)
San Francisco	SF	<u>Paak Yin Tam</u>	415/749-7546	<u>Ruth Kavanagh</u> (650/413-1812)
San Joaquin	CC	<u>Liz Baker</u>	209/941-6551	<u>Bunny Bentley</u> (209/536-2985)
San Luis Obispo	CC	<u>Victor Coelho</u>	559/635-3221	<u>Sarah Parker</u> (661/395-2543)
San Mateo	SF	<u>Ruth Kavanagh</u>	650/413-1812	<u>Paak Yin Tam</u> (415/749-7546)
Santa Barbara	LA	<u>Valina Ghookassian</u>	818/897-7737	<u>Abel Alcocer</u> (818/897-8097)
Santa Clara	SF	<u>Janice Shriver</u>	408/558-0689	<u>Ruth Kavanagh</u> (650/413-1812)
Santa Cruz	SF	<u>Janice Shriver</u>	408/558-0689	<u>Ruth Kavanagh</u> (650/413-1812)
Shasta	NC	<u>Kathy Porter</u>	530/225-2562	<u>Brandy Daniel</u> (530/895-4300)
Sierra	NC	<u>Mary Mahoney</u>	530/470-1909	<u>David Lyons</u> (916/227-2015)
Siskiyou	NC	<u>Kathy Porter</u>	530/225-2562	<u>Brandy Daniel</u> (530/895-4300)
Solano	SF	<u>Diane Disharoon</u>	707/863-9753	<u>Idell Weydemeyer</u> (925/602-1536)
Sonoma	SF	<u>Diane Disharoon</u>	707/863-9753	<u>Paak Yin Tam</u> (415/749-7546)
Stanislaus	CC	<u>Liz Baker</u>	209/941-6551	<u>Bunny Bentley</u> (209/536-2985)
Sutter	NC	<u>Mary Mahoney</u>	530/470-1909	<u>Brandy Daniel</u> (530/895-4300)
Tehama	NC	<u>Kathy Porter</u>	530/225-2562	<u>Brandy Daniel</u> (530/895-4300)
Trinity	NC	<u>Kathy Porter</u>	530/225-2562	<u>Brandy Daniel</u> (530/895-4300)
Tulare	CC	<u>Sarah Parker</u>	661/395-2543	<u>Victor Coelho</u> (559/635-3221)
Tuolumne	CC	<u>Bunny Bentley</u>	209/536-2985	<u>Liz Baker</u> (209/941-6551)
Ventura	LA	<u>Valina Ghookassian</u>	818/897-7737	<u>Bradley Kemp</u> (213/744-2569)
Yolo	NC	<u>David Lyons</u>	916/227-2015	<u>Mary Mahoney</u> (530/470-1909)
Yuba	NC	<u>Mary Mahoney</u>	530/470-1909	<u>Brandy Daniel</u> (530/895-4300)
<b>Region</b>	<b>Area</b>		<b>Phone Number</b>	<b>Regional Manager</b>
CC	Central California Region		916/262-2241	Joel Hessing
LA	Los Angeles Region		213/744-2571	Mike Caplis
NC	Northern California Region		707/441-5831	Arvis Curry
SC	Southern California Region		909/933-2669	Linda Reed
SF	San Francisco Bay Area Region		707/864-9531	Peter Paul

SF=San Francisco Bay Area Region CC=Central California Region LA=Los Angeles Region NC=Northern California Region SC=Southern California Region

**Table 3**  
**Employment by Major Occupational Group**  
**1999 - 2006 Annual Averages**  
**MOTHER LODE CONSORTIUM**

OCCUPATIONAL GROUP	1999	PERCENT OF TOTAL	2006	PERCENT OF TOTAL	ABSOLUTE CHANGE	PERCENT CHANGE
TOTAL, ALL OCCUPATIONS (1)	37,970	100.0%	44,600	100.0%	6,630	17.5%
MANAGERS AND ADMIN OCCUPATIONS	2,170	5.7%	2,510	5.6%	340	15.7%
PROFESSIONAL, PARAPROF, TECHNICAL	8,010	21.1%	9,700	21.7%	1,690	21.1%
SALES AND RELATED OCCUPATIONS	4,440	11.7%	5,420	12.2%	980	22.1%
CLERICAL, ADMINISTRATIVE SUPPORT	5,540	14.6%	6,160	13.8%	620	11.2%
SERVICE OCCUPATIONS	9,180	24.2%	10,860	24.3%	1,680	18.3%
AGRICULTURAL, FORESTRY, FISHING	1,160	3.1%	1,380	3.1%	220	19.0%
PROD, CONST, OPER, MAT HANDLING	7,470	19.7%	8,570	19.2%	1,100	14.7%

(1) Total is based on the March 2000 benchmark.

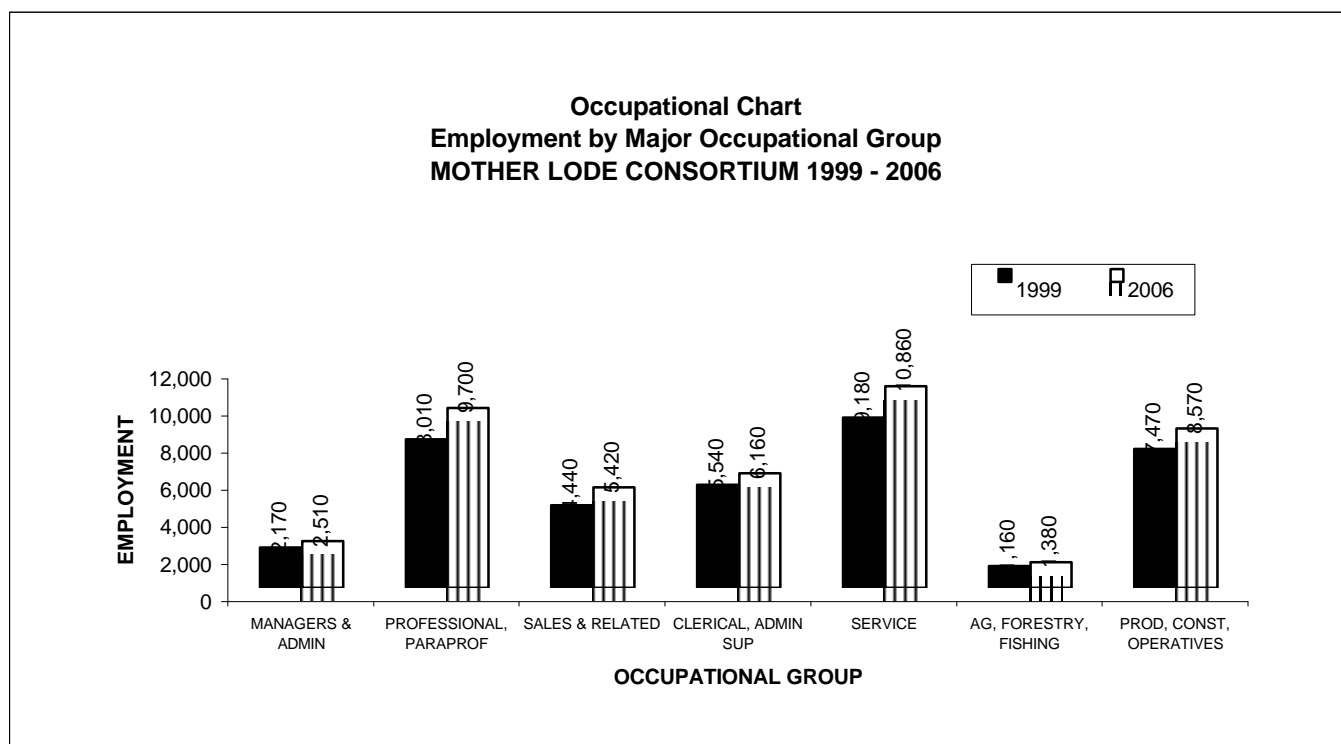


Table 4  
Occupations With the Greatest Absolute Job Growth (1)  
Mother Lode Consortium  
1999-2006

CA OES Code	Occupation	Annual Averages 1999 (2)	2006	Absolute Change	Percent Change
49023	CASHIERS	1,370	1,690	320	23.4
63017	CORRECTION OFFICERS, JAILERS	1,100	1,390	290	26.4
49011	SALESPERSONS, RETAIL	1,190	1,430	240	20.2
19005	GENERAL MANAGERS, TOP EXECUTIVES	850	1,020	170	20.0
31521	TEACHER AIDES, PARAPROFESSIONAL	570	740	170	29.8
55347	GENERAL OFFICE CLERKS	780	930	150	19.2
65008	WAITERS & WAITRESSES	930	1,070	140	15.1
32502	REGISTERED NURSES	680	810	130	19.1
63014	POLICE PATROL OFFICERS	430	560	130	30.2
31305	TEACHERS, ELEMENTARY SCHOOL	810	930	120	14.8
67002	MAIDS & HOUSEKEEPING CLEANERS	740	860	120	16.2
65041	COMBINED FOOD PREP & SERVICE	540	640	100	18.5
79041	LABORERS--LANDSCAPING, GROUNDSKEEPING	410	510	100	24.4
31308	TEACHERS, SECONDARY SCHOOL	380	460	80	21.1
31321	INSTRUCTORS & COACHES, SPORTS	300	380	80	26.7
67005	JANITORS, CLEANERS, EXCEPT MAIDS	550	630	80	14.5
49017	COUNTER & RENTAL CLERKS	140	210	70	50.0
55305	RECEPTIONISTS, INFORMATION CLERKS	330	400	70	21.2
66008	NURSE AIDES, ORDERLIES, ATTENDANTS	320	390	70	21.9
97105	TRUCK DRIVERS, LIGHT	280	350	70	25.0
27311	RECREATION WORKERS	290	350	60	20.7
49008	SALES REPS, NON-SCIENTIFIC EX RETAIL	210	270	60	28.6
65026	COOKS, RESTAURANT	350	410	60	17.1
65038	FOOD PREPARATION WORKERS	460	520	60	13.0
85132	MAINTENANCE REPAIRERS, GENERAL UTILITY	510	570	60	11.8
25104	COMPUTER SUPPORT SPECIALISTS	70	120	50	71.4
31311	TEACHERS, SPECIAL EDUCATION	200	250	50	25.0
85302	AUTOMOTIVE MECHANICS	210	260	50	23.8
87102	CARPENTERS	500	550	50	10.0
97102	TRUCK DRIVERS, HEAVY	310	360	50	16.1
98902	HAND PACKERS & PACKAGERS	200	250	50	25.0
25102	SYSTEMS ANALYSTS, ELEC DATA PROCESSING	70	110	40	57.1
53905	TEACHER AIDES, EDUCATIONAL ASSISTANTS, CLERICAL	160	200	40	25.0
55108	SECRETARIES, GENERAL	570	610	40	7.0
65017	COUNTER ATTENDANTS, FOOD	200	240	40	20.0
65032	COOKS, SPECIALTY FAST FOOD	190	230	40	21.1
66011	HOME HEALTH CARE WORKERS	90	130	40	44.4
68014	AMUSEMENT, RECREATION ATTENDANTS	160	200	40	25.0
93956	ASSEMBLERS, FABRICATORS, EX MACH, ELECTRIC	120	160	40	33.3
21114	ACCOUNTANTS & AUDITORS	140	170	30	21.4
21911	COMPLIANCE, ENFORCEMENT INSPECTORS--EX CONSTRUC	110	140	30	27.3
27305	SOCIAL WORKERS, EX MEDICAL, PSYCHIATRIC	90	120	30	33.3
31303	TEACHERS, PRESCHOOL	80	110	30	37.5
31314	TEACHERS, VOCATIONAL EDUC & TRAINING	230	260	30	13.0
31514	VOCATIONAL & EDUCATIONAL COUNSELORS	120	150	30	25.0
49005	SALES REPS, SCIENTIFIC, EX RETAIL	70	100	30	42.9
49021	STOCK CLERKS, SALES FLOOR	430	460	30	7.0
49026	TELEMARKETERS, SOLICITORS & RELATED	60	90	30	50.0
55338	BOOKKEEPING, ACCOUNTING CLERKS	560	590	30	5.4
58023	STOCK CLERKS, STOCKROOM, WAREHOUSE	160	190	30	18.8
	<b>TOTAL OF THESE OCCUPATIONS</b>	<b>19,620</b>	<b>23,570</b>	<b>3,950</b>	<b>20.1</b>

(1) Excludes not elsewhere classified (NEC) categories. (2) March 2000 Benchmark

**Table 5**  
**Occupations With the Fastest Growth (1)**  
**Mother Lode Consortium**  
**1999-2006**

CA OES Code	Occupation	Annual Averages 1999 (2) 2006		Absolute Change	Percent Change
25104	COMPUTER SUPPORT SPECIALISTS	70	120	50	71.4
25102	SYSTEMS ANALYSTS, ELEC DATA PROCESSING	70	110	40	57.1
49017	COUNTER & RENTAL CLERKS	140	210	70	50.0
49026	TELEMARKETERS, SOLICITORS & RELATED	60	90	30	50.0
66005	MEDICAL ASSISTANTS	60	90	30	50.0
66011	HOME HEALTH CARE WORKERS	90	130	40	44.4
49005	SALES REPS, SCIENTIFIC, EX RETAIL	70	100	30	42.9
31303	TEACHERS, PRESCHOOL	80	110	30	37.5
93956	ASSEMBLERS, FABRICATORS, EX MACH,ELECT	120	160	40	33.3
27305	SOCIAL WORKERS, EX MEDICAL, PSYCHIATRIC	90	120	30	33.3
55323	ORDER CLERKS, MATERIALS, SERVICE	60	80	20	33.3
63014	POLICE PATROL OFFICERS	430	560	130	30.2
31521	TEACHER AIDES, PARAPROFESSIONAL	570	740	170	29.8
49008	SALES REPS, NON-SCIENTIFIC EX RETAIL	210	270	60	28.6
15008	MEDICINE, HEALTH SERVICES MGRS	70	90	20	28.6
27302	SOCIAL WORKERS, MEDICAL, PSYCHIATRIC	70	90	20	28.6
27308	HUMAN SERVICES WORKERS	70	90	20	28.6
61005	POLICE & DETECTIVE SUPERVISORS	70	90	20	28.6
65035	COOKS, SHORT ORDER	70	90	20	28.6
21911	COMPLIANCE, ENFORCEMENT INSPECTORS, EX CONSTRUC	110	140	30	27.3
68038	CHILD CARE WORKERS	110	140	30	27.3
31321	INSTRUCTORS & COACHES, SPORTS	300	380	80	26.7
63017	CORRECTION OFFICERS, JAILERS	1,100	1,390	290	26.4
97105	TRUCK DRIVERS, LIGHT	280	350	70	25.0
31311	TEACHERS, SPECIAL EDUCATION	200	250	50	25.0
98902	HAND PACKERS & PACKAGERS	200	250	50	25.0
53905	TEACHER AIDES, EDUCATIONAL ASSISTANTS, CLERICAL	160	200	40	25.0
68014	AMUSEMENT, RECREATION ATTENDANTS	160	200	40	25.0
31514	VOCATIONAL & EDUCATIONAL COUNSELORS	120	150	30	25.0
65002	HOSTS & HOSTESSES, RESTAURANTS	120	150	30	25.0
66002	DENTAL ASSISTANTS	120	150	30	25.0
32908	DENTAL HYGIENISTS	80	100	20	25.0
81008	FIRST-LINE SUP/MGR-PRODUCTION	80	100	20	25.0
87402	PAINTERS, PAPERHANGERS, CONSTRUCTION	80	100	20	25.0
79041	LABORERS--LANDSCAPING, GROUNDSKEEPING	410	510	100	24.4
85302	AUTOMOTIVE MECHANICS	210	260	50	23.8
49023	CASHIERS	1,370	1,690	320	23.4
32102	PHYSICIANS & SURGEONS	90	110	20	22.2
65021	BAKERS, BREAD & PASTRY	90	110	20	22.2
66008	NURSE AIDES, ORDERLIES, ATTENDANTS	320	390	70	21.9
21114	ACCOUNTANTS & AUDITORS	140	170	30	21.4
55305	RECEPTIONISTS, INFORMATION CLERKS	330	400	70	21.2
31308	TEACHERS, SECONDARY SCHOOL	380	460	80	21.1
65032	COOKS, SPECIALTY FAST FOOD	190	230	40	21.1
27311	RECREATION WORKERS	290	350	60	20.7
49011	SALESPERSONS, RETAIL	1,190	1,430	240	20.2
19005	GENERAL MANAGERS, TOP EXECUTIVES	850	1,020	170	20.0
65017	COUNTER ATTENDANTS, FOOD	200	240	40	20.0
63047	GUARDS & WATCH GUARDS	150	180	30	20.0
27307	RESIDENTIAL COUNSELORS	100	120	20	20.0
	<b>TOTAL OF THESE OCCUPATIONS</b>	<b>12,000</b>	<b>15,060</b>	<b>3,060</b>	<b>25.5</b>

(1) Excludes not elsewhere classified (NEC) categories and occupations with employment of less than 80 in 2006. (2) March 2000 Benchmark.

Employment Development Department  
Labor Market Information Division

Projections – Internet January 23, 2003  
<http://www.calmis.ca.gov>

# Local Training Providers

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The following pages contain information on occupational training programs offered in Amador, Calaveras, Mariposa, and Tuolumne counties in 2002. Job seekers and employment/career counselors can use this directory as a first-step reference when seeking training resources within the survey area for these occupations.

Program listings include the site of training, address, telephone number and email address (if available).

The reader can obtain information about training sources in adjacent counties (San Joaquin, Stanislaus, Merced, Sacramento) or any other county by contacting the CCOIS office in that county. The CCOIS Local Partners are listed on page 163-164 of the Appendix in this **Occupational Outlook** report.

Additional California state training information can be obtained electronically through the California Training and Education Providers (CTEP) using LMID's home page number on the Internet:

**<http://www.calmis.ca.gov>**.

The Employment Development Department (EDD) does not endorse the schools listed in the California Training and Education Provider (CTEP). **Training Programs may change frequently and it is recommended that the schools be contacted to verify the information listed.**

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# Local Training Providers (continued)

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## ADULT EDUCATION PROGRAMS

### **Amador Adult School**

217 Rex Avenue  
Jackson, CA 95642  
(209) 267-5274

Site: Independence High School  
525 Independence Road  
Jackson, CA 95642  
(209) 267-5274

### **Calaveras High School**

PO Box 788  
San Andreas, CA 95249  
(209) 754-2181

**Site:** Calaveras High School  
3304 Highway 12  
San Andreas, CA 95249  
(209) 754-2178

### **Columbia College**

11600 Columbia College Drive  
Sonora, CA 95370  
(209) 588-5250

**Sites:** Bret Harte High School  
364 Murphys Grade Road  
Altaville, CA 95221  
(209) 736-8365

Don Pedro High School  
PO Box 1397  
Groveland, CA 95321  
(209) 852-2864

Sonora High School  
430 North Washington Street  
Sonora, CA 95370  
(209) 533-0423

Summerville High School  
17555 Tuolumne Road  
Tuolumne, CA 95379  
(209) 928-4228

Tioga High School  
PO Box 1397  
Groveland, CA 95321  
(209) 962-4763

### **Cosumnes River College – El Dorado Center**

Amador County Extension Office  
255 New York Ranch Road, Suite B  
Jackson, CA 95642  
(209) 223-1247

**Sites:** Amador County Extension Office  
15 Main Street  
Jackson, CA 95642  
(209) 223-1247 or 223-1248

Amador High School  
330 Spanish Street  
Sutter Creek, CA 95685

Argonaut High School  
217 Rex Avenue  
Jackson, CA 95642

Sutter Creek Elementary School  
340 Spanish Street  
Sutter Creek, CA 95685

# Local Training Providers (continued)

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## **ADULT EDUCATION PROGRAMS** (continued)

### **Mariposa Adult Education**

Mariposa County Unified School District  
PO Box 8, 5081 Highway 140  
Mariposa, CA 95338  
(209) 966-3691

**Site:** Mariposa Adult School  
PO Box 5001, 4802 Hwy 140  
Mariposa, CA 95338  
(209) 742-0290

Mariposa High School  
PO Box 127, 5074 Old Hwy North  
Mariposa, CA 95338  
(209) 966-3663

Spring Hill High School  
PO Box 5001  
Mariposa, CA 95338  
(209) 966-2505

### **Merced College**

3600 M Street  
Merced, CA 95348-2898  
(209) 384-6042

**Site:** Mariposa High School  
5074 Old Highway North  
Mariposa, CA 95338  
(209) 742-0206

### **San Joaquin Delta College**

5151 Pacific Avenue  
Stockton, CA 95207-6370  
(209) 954-5614

**Sites:** Amador High School  
330 Spanish Street  
Sutter Creek, CA 95685  
(209) 267-5244

Argonaut High School  
217 Rex Avenue  
Jackson, CA 95642  
(209) 223-2411

Calaveras High School  
350 High School Street  
San Andreas, CA 95249  
(209) 754-1811

### **Sierra Hills Education Center**

PO Box 178, 501 Gold Strike Road  
San Andreas, CA 95249  
(209) 754-2123

### **Sonora Adult School**

251-A South Barretta Street  
Sonora CA 95370  
(209) 533-1481

# Local Training Providers (continued)

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## **COLLEGES**

### **Columbia College**

11600 Columbia College Drive  
Sonora, CA 95370  
(209) 588-5100

# Local Training Providers (continued)

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## GENERAL EDUCATION DIPLOMA (GED)

### **Amador County Adult Education**

**Class Site/s:** Independence High School  
525 Independence Road  
Sutter Creek, CA 95685  
(209) 267-5274

**Test Site/s:** Calaveras Office of Education  
364 Murphys Grade Road  
Altaville, CA 95221  
(209) 736-4662

Lodi Adult School  
542 East Pine  
Lodi, CA 95240  
(209) 331-7605

### **Columbia College**

11600 Columbia College Drive  
Sonora, CA 95370  
(209) 588-5100

### **Mariposa Adult School**

PO Box 5001, 4802 Highway 140  
Mariposa, CA 95338  
(209) 742-7342

**Site:** Mariposa Adult School  
4802 Highway 140  
Mariposa, CA 95338  
(209) 742-0290

### **Sonora Adult School**

251-A South Barretta Street  
Sonora CA 95370  
(209) 533-1481

**Class Site/s:** 251-A South Barretta Street  
Sonora CA 95370  
(209) 533-1481

**Test Site/s:** Columbia College  
11600 Columbia College Drive  
Sonora CA 95370  
(209) 588-5109

# Local Training Providers (continued)

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## PRIVATE POST-SECONDARY SCHOOLS

### **AHERN'S MASSAGE THERAPY SCHOOL**

4615 Indian Peak Road  
Mariposa, CA 95338  
(800) 578-2822  
(209) 966-4675

### **BEVERLY HEALTH CARE**

#### **San Andreas Training Center**

900 Mountain Ranch Road  
San Andreas, CA 95249  
(209) 754-3823

#### **Sonora Training Center**

19929 Greenley Road  
Sonora, CA 95370  
(209) 532-4115

### **CALAVERAS COLLEGE OF THERAPEUTIC MASSAGE**

PO Box 274  
96 Court Street  
San Andreas, CA 95249  
(209) 754-4876

### **CENTURY 21**

#### **Tri-Dam Realty**

#6 California Street  
Valley Springs, CA 95252  
(209) 772-1323

#### **Wildwood Properties, Inc.**

PO Box 548, Twain Harte, CA 95383  
18701 Tiffeni Drive, Twain Harte, CA 95383  
(209) 586-3258

### **COMPUTER CAREER TRAINING**

427 North Highway 49, Suite 102  
Sonora, CA, 95370  
(209) 536-1702

# Local Training Providers (continued)

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## **PRIVATE POST-SECONDARY SCHOOLS**

### **H & R BLOCK TAX TRAINING SCHOOLS**

#### **H & R Block - Altaville**

PO Box 1069, 473 South Main Street  
Altaville, CA 95221  
(209) 736-0474

#### **H & R Block - Jackson**

11960 West Highway 88, Suite 3006  
Jackson, CA 95642  
(209) 223-2155

#### **H & R Block - Sonora**

778 East Mono Way  
Sonora, CA 95370  
(209) 532-5995

### **MOTHER LODE TRUCK DRIVING SCHOOL**

P.O. Box 399, 17887 Harvard Mine Road  
Jamestown, CA 95327  
(209) 984-1406

# Local Training Providers (continued)

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## REGIONAL OCCUPATIONAL PROGRAMS

### AMADOR COUNTY REGIONAL OCCUPATIONAL PROGRAM

Amador County Unified School District  
217 Rex Avenue  
Jackson, CA 95642  
(209) 223-1750

**Site/s:** Amador High School  
330 Spanish Street  
Sutter Creek, CA 95685  
(209) 223-4258

Argonaut High School  
Triglia Center, 217 Rex Avenue  
Jackson, CA 95642  
(209) 223-4258

### CALAVERAS COUNTY REGIONAL OCCUPATIONAL PROGRAM

**Calaveras County Unified School District**  
P.O. Box 208, 364 Murphys Grade Road  
Altaville, CA 95221  
(209) 736-8365

**Site/s:** Calaveras High School  
P.O. Box 607, 350 High School Road  
San Andreas, CA 95249  
(209) 754-1811 ext 5313

Bret Harte High School  
P.O. Box 7000, 364 Murphys Grade Road  
Altaville, CA 95221  
(209) 736-8348

### MARIPOSA COUNTY REGIONAL OCCUPATIONAL PROGRAM

**Mariposa County Unified School District**  
P.O. Box 8, 5081 Highway 140  
Mariposa, CA 95338  
(209) 966-3691

**Site/s:** Mariposa High School  
P.O. Box 127, 5074 Old Highway North  
Mariposa, CA 95338  
(209) 966-3663

# Local Training Providers (continued)

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## REGIONAL OCCUPATIONAL PROGRAMS (continued)

### TUOLUMNE COUNTY REGIONAL OCCUPATIONAL PROGRAM

**Consortium member of:**

*Yosemite Regional Occupational Programs*  
Stanislaus County Department of Education  
801 County Center Three Court  
Modesto, CA 95355  
(209) 525-4900

**Site/s:** Sonora High School  
430 N. Washington Street  
Sonora, CA 95370  
(209) 533-0423 x115

Summerville High School  
17555 Tuolumne Road  
Tuolumne, CA 95379  
(209) 928-4228



